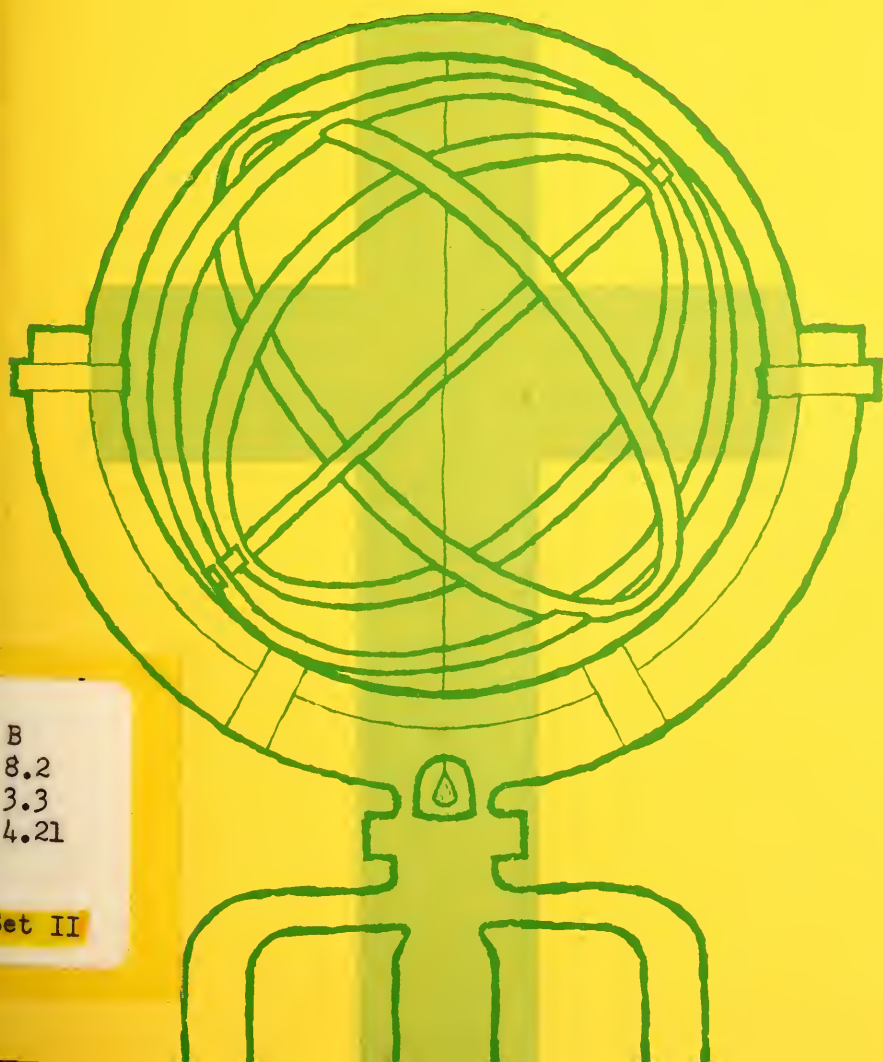


COLLEGE OF BUSINESS ADMINISTRATION

LOYOLA UNIVERSITY

IN NEW ORLEANS ■■■ BULLETIN 1966-67



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Loyola University

COLLEGE OF BUSINESS ADMINISTRATION

1966 - 1967



Ad Majorem Dei Gloriam

LOYOLA UNIVERSITY BULLETIN

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APRIL, 1966

No. 3

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The Legal and Corporate Title of the University is "Loyola University, New Orleans".

All donations, endowments, legacies, bequests, etc., should be made under this title.

BUSINESS ADMINISTRATION

Founded in 1947

ACCREDITATION:

American Association of Collegiate Schools of Business.
Southern Association of Colleges and Schools.

MEMBERSHIPS:

American Association of Colleges and Secondary Schools.
Association of American Colleges.
Jesuit Educational Association.
National Catholic Educational Association.
Southern Association of Colleges and Schools.
Southern Business Administration Conference.

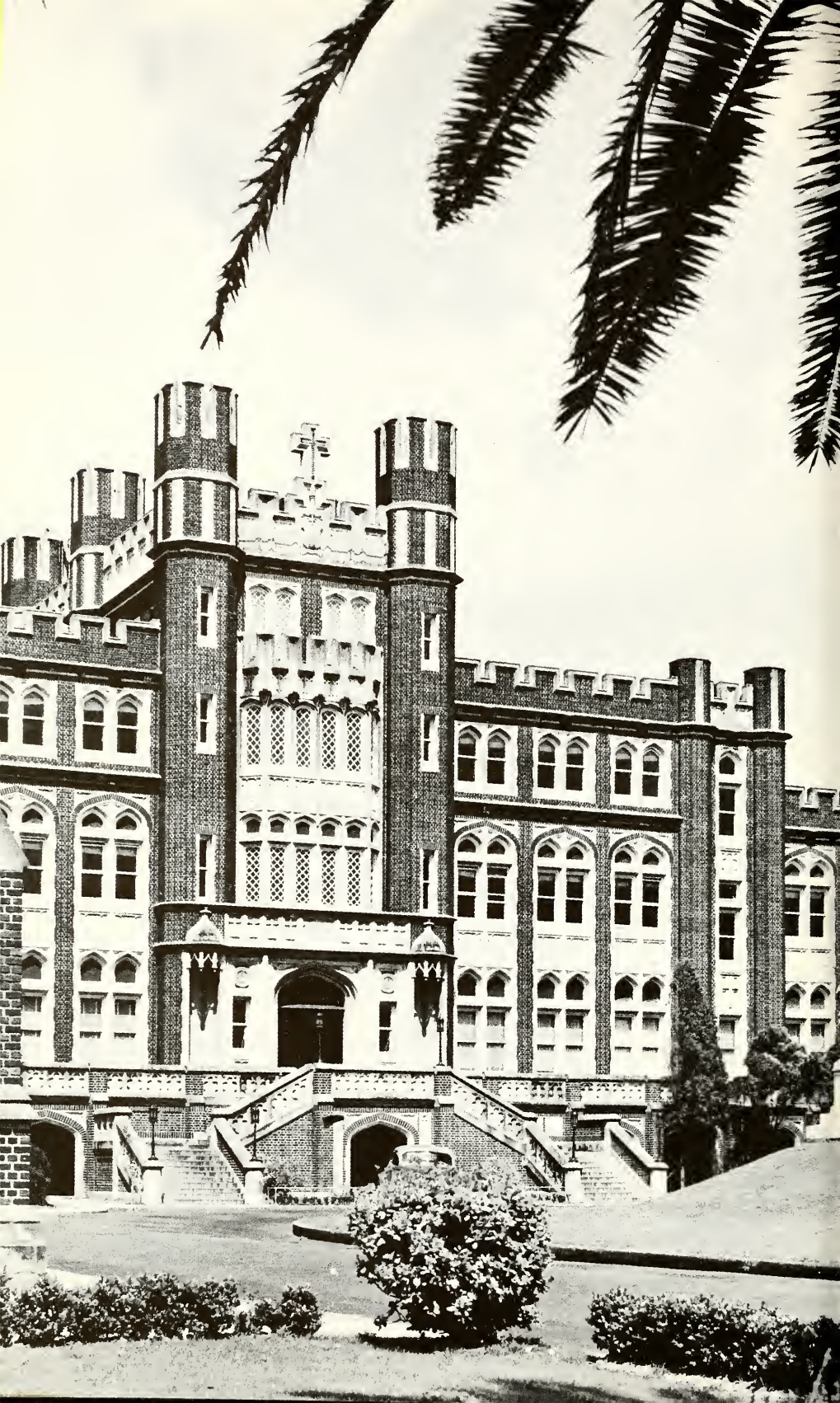


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Academic Calendar

1966 - 1967

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JUNE 1966

- 13-14 Registration for Summer Session in New Orleans.
- 15 Classes begin in New Orleans.
- 16-17 Registration for Summer Session in Mexico City.
- 20 Classes begin in Mexico City.

JULY

- 4 University Holiday.
- 5- 6 Mid-session exams for I term courses.
- 26-27 Final exams and end of I term Summer Session.
Registration of II term Summer Session, 1-3 P.M.
- 28 Classes begin for II term Summer Session.

AUGUST

- 5 The Assumption. University Holiday.
- 16-17 Mid-session exams for II term courses.
- 30-31 Final exams and end of II term Summer Session.

SEPTEMBER

- 9 Terminal date for admissions.
- 12-17 Freshman Orientation and Registration.
- 12 Registration of Transfer Students.
- 14-16 Registration of Sophomores, Juniors and Seniors.
- 19 Official opening of Fall Semester with Mass of the Holy Spirit at 12:00 M.
- 20 Lectures and Classes begin at 8:10 A.M.
- 27 Latest date for changes or official dropping of courses. (Grades of WP or WF will be given in those courses dropped after this date.)

OCTOBER

- 27 Latest date for application of candidates for degrees to be conferred in May 1967.

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NOVEMBER

- 1 Feast of All Saints. University holiday.
- 16 Mid-semester grades due.
- 22 Thanksgiving holidays begin after last class.
- 28 Classes resumed.

DECEMBER

- 8 Feast of Immaculate Conception. University holiday.
- 20 Christmas holidays begin after last class.

JANUARY

1967

- 4 Classes resumed.
- 16-26 Final Examinations.
- 26 End of Fall Semester.
- 27-28 Mid-session holidays. Registration of new students.
- 30 Classes begin for Spring Semester. Fee for late registration.

FEBRUARY

- 6-7 Mardi Gras. University holidays.
- 10 Latest date for changes or official dropping of courses. (Grades of WP or WF will be given in those courses dropped after this date.)

MARCH

- 17 Mid-semester grades due.
- 22 Easter holidays begin after last class.
- 28 Classes resumed.

APRIL

- 24-28 Pre-registration for academic year 1967-1968.

MAY

- 2 B.A. Awards Day at 10:00 A.M. in Marquette Auditorium.
- 4 Ascension Thursday. University holiday.
- 10 Award Day at 11:00 A.M. in Field House.
- 15-19 Senior examinations.
- 22-30 Final examinations for underclassmen.
- 29 Baccalaureate Mass 5:00 P.M.
- 30 Commencement exercises 8:00 P.M.

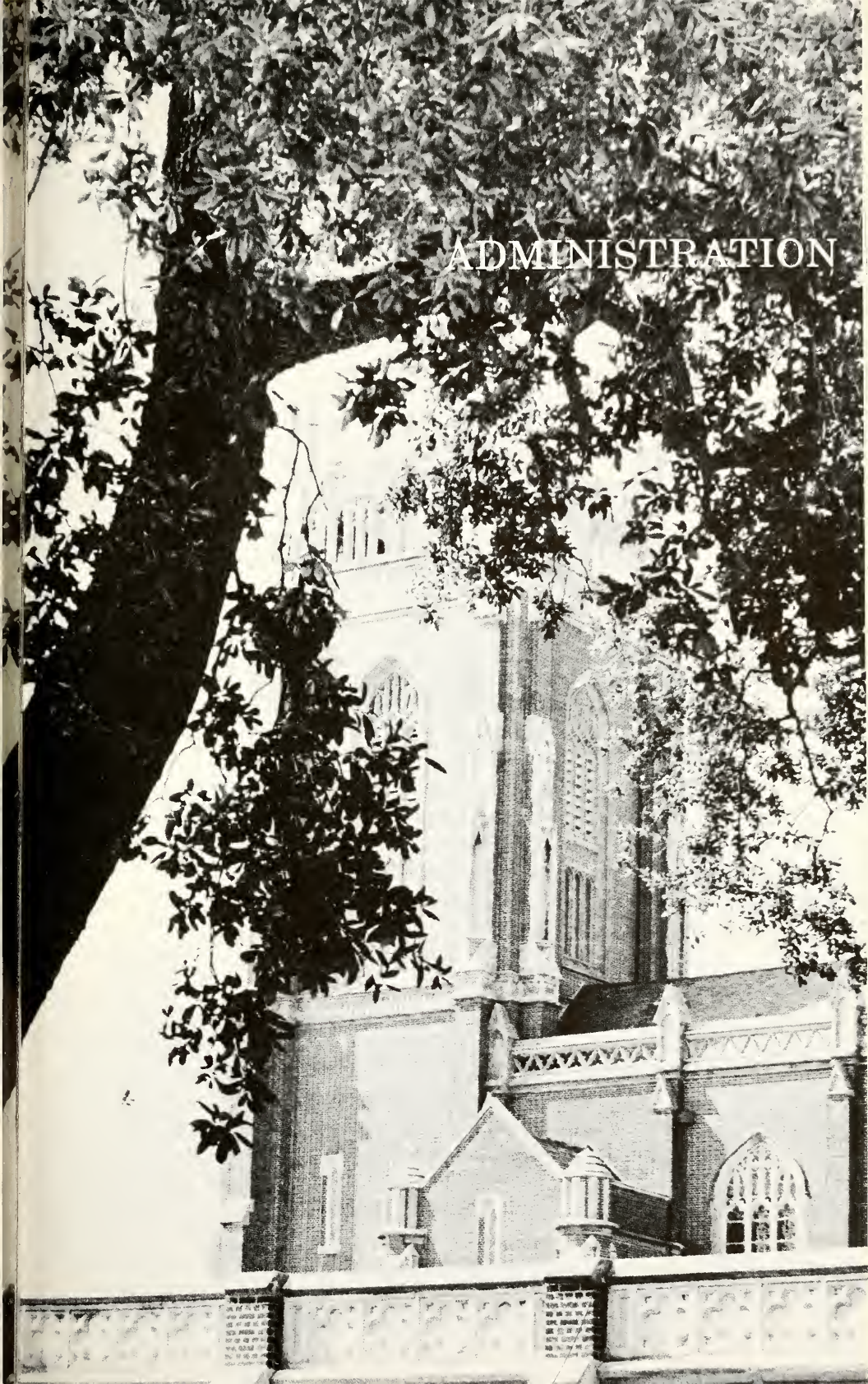
CALENDAR

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CALENDAR

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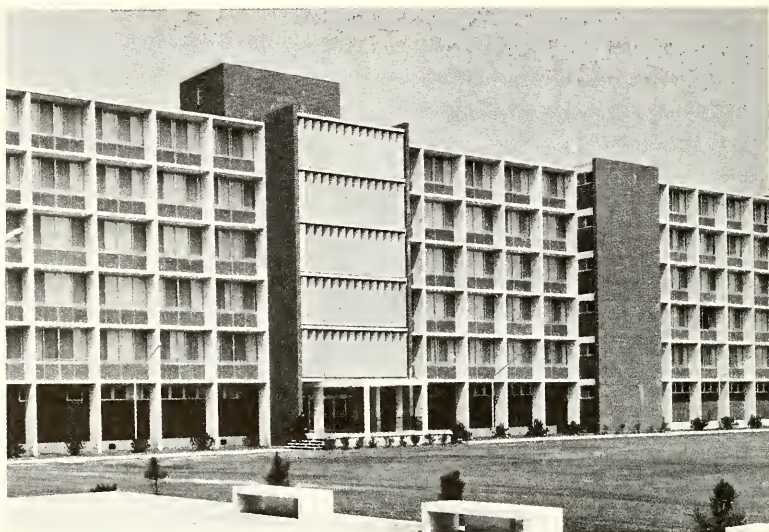
E UNIVERSITY

HISTORY

The Jesuits arrived in New Orleans in 1847 for the purpose of establishing a college of liberal arts and sciences. A college preparatory academy and the College of the Immaculate Conception were established on February 1, 1849 at the corner of Baronne and Common Streets. In 1904 an Academy and College were opened on St. Charles Avenue opposite Audubon Park, and the two associated institutions were known as Loyola College. In 1911 the College of the Immaculate Conception was united with Loyola College on the present Loyola Campus. At the same time, the Loyola Academy and the Academy of the Immaculate Conception were united at the Baronne Street loca-

tion, to become the present Jesuit High School.

At the request of His Excellency, Most Reverend James J. Blenk, Archbishop of New Orleans, Loyola College was expanded to become Loyola University in the fall of 1911. Loyola University was duly incorporated by the General Assembly of Louisiana and empowered to grant all university degrees in 1912.



GOALS OF THE UNIVERSITY

The Jesuit university is set within the Church, of whose mission it is a part. The mission of the Church is to produce the Christian person; the mission of the Jesuit university is to produce the educated Christian person. The university as distinct from other agencies in the Church forms students in Christian wisdom.

In the Jesuit view, education includes the development and perfecting of the total human being. Hence no education is complete unless it includes the intellectual, moral, religious and spiritual formation of the student. Thus, the moral, religious and spiritual formation, which is of particular importance at the collegiate level, is an essential objective of every Jesuit college. To this formation all the activities and all the personnel of the college must contribute, according to their own natures and functions within the institution. The academic disciplines of philosophy and theology, which are the core of Christian wisdom, must foster the intellectual formation of the student and, in harmony with this goal and with the academic nature of these disciplines, contribute to the moral, religious and spiritual growth of the student into personal Christian maturity.

STUDENT GOALS

The ideal Jesuit college graduate should have achieved a level of academic maturity consistent with certain intellectual qualities. He must have the ability to analyze, synthesize, and evaluate evidence in pursuit of truth; he must also be able to distinguish various types of evidence associated with different kinds of methodologies in the humanistic and scientific disciplines. He should have a special competence in one of these disciplines in order to give depth to his learning in one area of investigation. When in possession of evidence, he should be able to communicate it effectively. He should also have an understanding of and be able to evaluate his own culture, its literature, art, and philosophy, both in its historical development and in its present structure; he should also have some

acquaintance with and appreciation of other cultures. Finally, he should have a deep understanding of Faith that will give him a unified view of life, an awareness of the Church as continuing Christ's redemptive action; and a clear perception of his proper role as a member of the Church.

The Jesuit university graduate should strive for personal maturity in his academic, moral, religious and spiritual development. He should be decisive in confronting life, courageous and hopeful in exercising initiative, yet loyal to legitimate authority. This will demand a positive-minded patience that is neither passivity nor abandonment of ideals. In response to the Christian vocation revealed in Scripture and Sacrament and specified by the contemporary needs and potential of the Church, he will be personally dedicated to Christ and generously committed to creative involvement and leadership in the intellectual, social, cultural, religious life of his world. He must also have a balanced appraisal of reality, especially of the material and the bodily, a recognition of the power and danger of evil, yet a reverence for the goodness of creation and of human achievement.

As a person he should be open in love to God and men of every race and creed; this will enable him to live sympathetically yet apostolically in a pluralistic world. He should have a developing familiarity in prayer with the three divine Persons. This will lead to liberality of mind, awareness of his Christian dignity, and freedom of spirit. Along with this he should have a balance of intellectual humility and independence whereby he respects the traditions and accomplishments of the past but is open to new ideas and developments.

COLLEGE OF BUSINESS ADMINISTRATION

The specific aims of the College are:

1. The conservation of knowledge and ideals and values.
2. The interpretation and transmission of knowledge and ideals and values.
3. The extension of the frontiers of knowledge through investigation and research.
4. The preparation for professions by an intelligent and thorough training in the principles underlying them rather than a mere ad hoc training in technique.
5. Loyola University seeks to stimulate and promote intellectual achievement not merely in the field of humanities, philosophy and theology—the Jesuit university's traditional sphere—but in every department of knowledge.
6. Loyola University will show proper consideration for the physical and mental health of its students. For this reason it will include a sane program of physical education in its curricular and co-curricular offerings.
7. As a Catholic university, Loyola University has a Catholic standard of values. Consequently, it places human and spiritual values above the purely material; at the summit of the hierarchy of values are the supernatural truths known through Divine Revelation.
8. Loyola University exists in order that Catholic thinkers and men of science, supported by a truly Catholic environment, informed in their attitude by the spirit of Christ and His Church, may be enabled by a truly unbiased, liberated, and enlightened intelligence to penetrate adequately to reality and to achieve by organized cooperative effort that *universitas* which is so urgently needed in the contemporary world. Loyola University demands the conscious production of an atmosphere vitalized by Christ; it must in its structure and in the common life of its teachers and students be thoroughly Catholic.
9. Loyola University's unity of thought emanates from its totality of outlook. God and the supernatural are at the basis of Jesuit education. The principle of integration in Loyola University is Catholic faith and practice.

BEQUESTS AND GIFTS

Because of its rapid growth the University must look to its friends and benefactors, and to all those whose bounty is being devoted to the cause of higher education, for the generous contributions which will enable the University to continue its building program. The University hopes for a continuance of financial as well as moral support from those who believe in placing college education within

the reach of every deserving student, and who consider that education best which postulates as the foundation of its intellectual development the formation of character through moral and religious education.

The University cherishes the memory of all its benefactors, great and small. These share in the good works and prayers of the Jesuits of Loyola. Their generous assistance to the University, according to their means, will be remembered long after they are gone.

Those who are desirous of helping Loyola University in its sublime mission of higher education by erecting buildings as family memorials, or by endowing departments or lecture-chairs in any of its schools or colleges, are requested to make their donations, legacies and bequests in the proper legal form. One may specify the purpose for which the gift is to be used. This intention will be observed scrupulously. It is well to state whether the sum is for building and equipment or for endowment, as the latter must be invested and only the accruing interest may be used.



ORGANIZATION

From 1926 to 1947 the four-year program leading to the degree of Bachelor of Science (in Economics), was offered in the Department of Commerce of the College of Arts and Sciences. The College of Business Administration is a natural outgrowth of this department. In 1947 the Board of Directors of the University authorized the establishment of this separate jurisdiction to afford training in business subjects, leading to the degree of Bachelor of Business Administration. In 1950 the College was admitted to Associate Membership in the American Association of Collegiate Schools of Business, and in 1957 the College was admitted to full membership.

The College of Business Administration at present conducts the following degree programs.

General Business-Management

Administrative Practices

Economics

Television-Management

Marketing

Combined Program in Business and Mathematics

Accounting

Combined Program in Business and Law

Finance

Computer Science

OBJECTIVES

To meet and solve the perplexing and varied problems in his business the executive must be capable of thinking logically; of making sound judgments; of formulating correct policies of handling people; of collecting, analyzing and correlating factual data; and of keeping a proper sense of values in his human relations.

It is the conviction of this College that a well-ordered and properly integrated core of collegiate studies can give the business student a good preparation for the tasks ahead. The college training will not enable the student to by-pass experience and step-by-step progression in the business firm, but it should shorten the journey from apprenticeship to management responsibility. A student who has acquired the habit of thinking straight and analyzing logically, who has a broad understanding of the arts and an appreciation of the constituent parts of the economic machinery, and who has acquired the facility of getting along with people should be good management timber.

This College feels a direct responsibility for giving its students a college education, not just a collection of courses for job training. While the vocational aspects of college training for business are by no means neglected, the major emphasis is placed on developing an educated man: one who has a keen appreciation of his responsibilities to his fellowmen and to his community and one who has been imbued with high ethical principles.

As a first principle in collegiate training for a business career, the first two years of the program of studies should embrace a large measure of cultural and liberal arts subjects. Thus the work in the freshman and sophomore years is devoted largely to such liberal arts courses as English, social sciences, natural and physical sciences, language, mathematics, basic economics, philosophy, and religion. These lower division educational disciplines are deemed necessary and desirable to give the student a broad viewpoint and

a perspective for the intelligent understanding of the principles, procedures, and functions of business management and of human relations.

After this basic foundation comes the core of carefully selected business subjects to enlarge the knowledge of business and to sharpen the appreciation of management problems.

There is a certain similarity of principles in all business. The warp and woof of every business unit reveal fundamental activities such as production, marketing, labor relations, financing, accounting and controlling, collecting and interpreting statistical information, and business legal relations. It is these fundamental business activities that are analyzed and studied by the student of business under such course headings as accounting, banking, corporation finance, marketing, business communications, business law, business statistics, labor relations, and general management. These and other core subjects are required of all students.

Over and above the basic lower division group and the required core of business subjects the student may avail himself of a certain amount of specialization in any one of several upper division programs of study. By the end of his sophomore year the student shall have determined what program he elects to follow. This determination must be approved by his adviser and the Dean.

SPIRITUAL LIFE

The University appoints a Priest together with needed assistants to the post of University Chaplain for all the students. He is at their disposal at all times to guide, counsel and advise. Students will find him ready to assist them in their spiritual, personal and individual problems. He is responsible for all the organized spiritual activities on the campus.

Convinced of the great value of the Spiritual Exercises of St. Ignatius, Loyola makes provisions for its students to follow these Exercises in what is called a Retreat. Retreats offered are of three kinds: campus weekend retreats, closed retreats at Manresa, Convent, La., for the men, or closed retreats at the Cenacle, Metairie, La., for the women.

To foster religious faith and fervor, and to encourage students to spiritual and scholastic leadership, the University Sodality offers many opportunities for personal development as well as training and practice in social work and religious activity. Weekly meetings are held for the discussion of phases of Catholic life.

THE READING CENTER

The Reading Center offers courses to students which are designated to increase proficiency in reading by improving reading skills, stimulating greater interest in reading, and making the individual a more alert and responsive reader. The Center offers its developmental reading course to students on a voluntary basis; the course is recommended for students who demonstrate a need for assistance in vocabulary building, speed in reading, and comprehension. The course includes special testing, explanation of the learning process, various techniques of learning, controlled and uncontrolled reading exercises. Advanced students who wish to increase their proficiency in reading before entering graduate study or occupations of their choice may also enroll.

TESTING AND GUIDANCE CENTER

The University provides psychological evaluation and counseling services to students for a minimal fee. Members of the faculty of the Department of Psychology staff the Center, whose purpose is to aid the student in solving his scholastic, vocational, or personal problems.

COMPUTER CENTER

The University owns and operates a modern digital Computer Center. The Center is used primarily for instruction of students and for research in all departments. It is also used in high speed data processing for the various business offices on campus.

PLACEMENT OFFICE—STUDENT EMPLOYMENT

This office serves as a focal point for bringing together students who are interested in employment after graduation and employers seeking this talent. Each year interviewers from a wide range of national and local concerns are brought on campus. Also included in this service is a job-finding bureau for part time and summer employment.

THE STUDENT HEALTH SERVICE

Loyola University maintains a medical service on the campus for both students and faculty.

It is operated under the following rules:

1. Students entering Loyola for the first time or re-entering the University must undergo a physical examination by their personal physician, before their registration is officially completed.
2. The University may also require physical examinations at other designated times during the student's stay.
3. A student may be refused admission to the University on the recommendation of the medical examiners. This board also may request a student already enrolled to withdraw.
4. A student may see the University Physician during his office hours on the campus, Monday through Friday.
5. Patients confined on the campus will be visited by the University Physician or by the physician of the students' choice.
6. Medicines or hospitalization are not provided by the University's health service.

RESERVE OFFICERS TRAINING CORPS

The Department of the Army maintains a General Military Science ROTC unit at Loyola. Students admitted to the Advanced Course may, prior to graduation, request a Reserve commission in a branch in which their professional major will qualify them. Instruction is given in subjects common to all branches of the Army.

All physically fit male students of the College of Arts and Sciences, except veterans, are required to participate in two years of Military Training, normally during their first two years. Physical fitness is determined by examination without expense to the student. Those who fail to take the physical examination at the proper time or who have late registration will be charged a nominal fee.



HOW TO APPLY

FOR ADMISSION

1. Request an application blank from the Director of Admissions.
2. Applicant must complete and return Part I.
3. Attach to the application blank an application fee of \$10.00 payable to Loyola University. This fee is neither deductible from the tuition nor refundable.
4. Attach to the application blank a recent photo approximately 2" x 2".

FOR HOUSING

Applicants interested in housing facilities should contact the Dean of Students. All students who will reside in the Campus Residence Halls must deposit \$50 upon receiving their letter of acceptance for admission. This deposit is deductible from the tuition and room and board but is not refundable.

FOR SCHOLARSHIPS AND FINANCIAL AID

Applicants interested in scholarships or financial aid should communicate with the Chairman of the Committee on Scholarships.

FOR ENTRANCE EXAMINATIONS

All applicants must take the *Scholastic Aptitude Tests* of the College Entrance Examination Board and have the results sent to the Director of Admissions.

Those applicants who consider that their high school background and achievement may qualify them for admission to courses beyond the ordinary Freshman level are advised to take *Achievement Tests*. These are one hour tests administered in the afternoon of each test date set for the Scholastic Aptitude Test. Any three of the following Achievement Tests may be taken:

- *American History and Social Studies*
- *Chemistry*
- *French—German—Latin—Spanish*
- *English Composition*
- *Advanced Mathematics*

The scores established in these tests will be referred to the chairmen of the respective departments at Loyola for decisions concerning the extent of advancement.

FOR ADVANCED PLACEMENT

The University participates in the Advanced Placement Program in order to enable superior students to follow at Loyola enriched programs in their chosen fields. It is the responsibility of applicants who have taken Advanced Placement Courses and Examinations to apply for placement and credit in college-level courses.

ADMISSION REQUIREMENTS

Entering Freshmen and Transfer students must present proper credentials as listed below. These must be filed with the Director of Admissions no later than one month prior to registration.

- I. *Entering Freshmen* are admitted by graduation from an approved high school accompanied by acceptable scores in the CEEB tests. They must present the following high school units:

English.....	4 units
Social Sciences.....	2 units
*Mathematics.....	2 units
Natural Sciences.....	1 unit
**Electives.....	6 units
- II. *Transfer Students* from other accredited colleges or universities will be given Advanced Standing at the discretion of the Committee on Admissions, provided they have fulfilled the high school requirements for admission and in addition present a transcript of college credits certified by the proper official of all colleges and universities attended, and giving statement of honorable withdrawal. Credits presented from a non-accredited institution will be accepted rarely, and only if the student has made satisfactory grades in his first semester at Loyola. *No transfer student will be accepted unless he has attained a "C" average for all hours attempted during the preceding year at the college from which he transfers, has a general "C" average for all hours attempted previously in college, and has no faculty or disciplinary action against him.*
- III. *Out-of-Course Students*—A limited number of students who, though qualified for admission do not wish to be degree candidates, may be permitted by written permission of the Dean to register as Out-of-Course, not to exceed four semesters. Such students may later become degree candidates if their status is changed to that of a regular student with a minimum schedule load of twelve semester hours.
- IV. *Part-Time Students*—A limited number of mature and qualified students may be permitted by written permission of the Dean to work toward a degree on a part-time basis for a period not to

*At least one unit must be algebra.

**May be either academic or vocational.

exceed four semesters. At the end of this period the student must either change his status to that of a regular student or withdraw.

- V. *All students* must undergo a physical examination by their personal physician prior to entrance. This examination must include a physician's certification of vaccination against smallpox within the twelve months prior to matriculation.
- VI. *All students* are required to pay a reservation deposit of \$100 upon official acceptance to the University. (Boarding students must deposit \$150.) These deposits are deductible from the tuition and room and board but are not refundable.

CREDENTIALS

Applicants for admission as freshmen, or with advanced standing, must submit official records from all schools and colleges attended. These credentials are to be sent directly by the proper officer of the school or college in which they were earned and not through the student. Credentials which are submitted for admission become the property of the University, even in the case of applicants to whom admission is denied, and are kept permanently on file.

It is recommended that applicants who desire admission immediately on graduation from high school have their credentials sent to the Director of Admissions at the beginning of the last term of their senior year. These credentials should include the past scholastic record, together with a list of courses in progress during the final term of the senior year and the applicant's rank in class. This will enable the Committee on Admissions to grant tentative admission pending receipt of complete and final records.

RESTRICTION OF ADMISSIONS

The University reserves the right to refuse admission to applicants whose previous work is of such a grade as to create a doubt regarding their ability to pursue successfully their scholastic work in the University.

Students should be present on the opening day of classes. They will not be admitted after the first five class days. Freshmen must be present on the opening day of Freshman Orientation Week.

STUDENT EXPENSES

Students are expected to pay the full tuition for one semester on the day of registration of each semester.

All arrangements for payment must be made with the Treasurer of the University before the completion of registration.

Accelerated students will pay tuition only for the semesters actually in attendance at Loyola.

BASIC EXPENSES

Tuition (\$500.00 per sem.)	\$1,000.00
Student Center Fee	20.00
Room and Board (per academic year)	
Men	(range).... \$ 850-\$ 950
Women	(range).... \$1010-\$1260

Contingent Fees

Late Registration Fee	\$ 5.00
Subject Change Fee	2.00
Late Examination Fee	2.00
Additional Transcript Fee	2.00
ROTC deposit (refundable)	25.00
Resident Students	
(damage and breakage deposit)	25.00

Fees for Seniors

Graduation Fee	\$ 25.00
Cap and Gown deposit and rental	30.00

The Late Examination Fee will be charged for any examination taken later than the assigned date, no matter what the excuse. No late examination will be given without the written permission of the Dean.

The Subject Change Fee of \$2.00 is charged for *each course* added to or dropped from a student's schedule after the free change period in August.

The Transcript Fee. For all transcripts sent after the first one there is a \$2.00 fee. However, when a student requests more than five transcripts at one time he is charged \$2.00 for the first copy and fifty cents for each additional one.

The Graduation Fee and Cap and Gown Deposit are paid on the date designated by the Finance Office. Provided the cap and gown are returned in good condition immediately after graduation \$25.00 will be refunded. If they are returned more than two months after graduation only \$10.00 will be refunded.

TUITION PLAN

Students are strongly urged to subscribe to the Tuition Plan, a special convenience offered to those who prefer to pay the tuition in equal monthly installments. The following plans are optional and available at the cost indicated.

One Year Plan	(8 payments)	4% more than Cash Price
Two Year Plan	(20 payments)	5% more than Cash Price
Three Year Plan	(30 payments)	6% more than Cash Price
Four Year Plan	(40 payments)	6% more than Cash Price

The two, three and four year plans include Parent Life Insurance for qualified parents. This insurance coverage provides funds for the cost of the remaining period of schooling covered by the contract, if the parent who has signed the contract dies. A descriptive pamphlet will be sent upon request from the Director of Admissions.

REFUND POLICY

It is the duty of the student, in case of official withdrawal from the College, to apply to the Finance Office for refund of tuition. Refunds are made on the following basis: Within first week of semester—80%; one to three weeks of semester—60%; three to five weeks of semester—40%; no refund after five weeks.

No refunds are made when a student is suspended or dismissed for academic or disciplinary reasons.

Special consideration regarding refunds will be given to students either voluntarily entering the Armed Services or being drafted.

SCHOLARSHIPS AND FINANCIAL AID

ACADEMIC SCHOLARSHIPS

The President's Scholarship (Available to all Jesuit High Schools) This scholarship is awarded by the President of the University to the student graduating first in his class. It is a full tuition scholarship.

Honor Scholarship (Available to selected Catholic Boys' High Schools)
This scholarship is awarded to a student finishing among the first five in the graduating class. It may not be awarded to anyone graduating lower than fifth. The Principal is authorized to designate the recipient of this scholarship. It is a full tuition scholarship.

Founded Scholarships (Available to all High Schools)

These scholarships, made available through the generosity of benefactors of Loyola University, are awarded by the Committee on Scholarships on a competitive basis.

STUDENT ASSISTANTSHIPS

It is possible to defray a portion of the tuition costs through performance of on-campus work for a specified number of hours a week in the various departments of the University. These jobs are limited and are not given out until after the Fall Semester is in session. They are given only to those students who have filed the Parent's Confidential Statement.

LOANS

Those students interested in obtaining loans must contact the Chairman of the Committee on Scholarships and Financial Aid.

CPA Wives' Club Loan Fund

The C.P.A. Wives Club of New Orleans has set up funds to assist accounting students at both the graduate and undergraduate levels. The maximum amount available to a student per academic year is one-fourth of the tuition, but cannot exceed \$200.

Louisiana Higher Education Assistance Loan

This is an agency of the State government which agrees to guarantee loans negotiated between specific banks and college students who are legal residents of Louisiana and to pay the interest on these loans



which will be "no more than 5% simple interest." The limit is \$1,000 per academic year and \$5,000 aggregate.

National Defense Student Loan Program

This program has been instituted by the Federal Government for the purpose of making long term, low-interest loans to qualified students. The maximum amount a student may borrow is \$1,000 in an academic year and the total is limited to \$5,000. The amount borrowed is determined by the University. The loan begins to accrue 3% interest one year after the student leaves school. The loan matures ten years after this termination.

NOLA Chapter, National Secretaries Association Loan Fund

In cooperation with NOLA Chapter, National Secretaries Association (International), funds are made available to female students in the Administrative Practices Program of the College of Business Administration. The maximum annual loan to a student is one-fourth of the tuition of any school year, or \$175, whichever is greater.

U. S. Loan Program for Cuban Refugees

This is a program limited to students who cannot get help from home for their education in the United States. Three per cent on this loan begins one calendar year after cessation of enrollment in the University, the loan reaching maturity in ten years.

STUDENT HOUSING

Policy:

Full time men and women undergraduate students are required to reside in University housing. Requests for information should be directed by men to the Director of Men's Housing and by women to the Directress of Women's Housing.

Reservations:

The step toward a reservation is to return all information requested by the Admissions Office. Eligible students are notified by the Director of Admissions that \$150 deposit will be required for reservations. Fifty dollars of this deposit applies to the student's housing reservation and is not refundable upon cancellation.

Undergraduate Men:

Biever Hall is a six story dormitory on the north side of the campus. This structure is completely air conditioned and centrally heated and houses 410. Rooms are for double occupancy. Each student has a private locker, single bed, chest of drawers, and desk. A laundry pick-up station which also dry cleans is housed on the ground level. Health, social, and recreational areas, mail boxes, and washing and drying facilities are also provided. Jesuit priests are available for counselling. All supervision is under the Head Resident and his assistants who are student monitors.

Other Student Housing:

The University maintains other residences namely, Martin and Carey Halls. Each hall houses approximately 25 students. Rooms are single or double. Laundry, social and recreational facilities are housed in each hall.

Women:

A twelve story dormitory is due for completion in the fall of 1966. Capacity of this dormitory will be 429. Each suite has individual controls for central heat and air conditioning. These suites house two rooms sharing bath facilities. Each room has its private wash basin and cosmetic stand, 2 single beds, 2 desks, 2 chest of drawers, and a bulletin board and book shelves. Laundry facilities with washers and dryers are located on the ground floor. A linen and dry cleaning pick-up rental station plus many other conveniences are housed in the building. A limited number of single rooms are available with private bath facilities. Cost will vary with accommodations received.

Cost:

Students residing on campus are on a room and board plan. Charges, therefore, cover room and board and are due on a semester basis at the time of registration. Charges may vary with desired accommodations and services or availability of housing facilities.

Range for Men:	\$ 850-\$ 950 per year (Sept.-May)
Range for Women:	\$1,010-\$1,260 per year (Sept.-May)

The above cost does not pay for health insurance nor does it include room and board over the Christmas holidays.

The fifty dollars deposited with the admission officer will be credited as follows: Twenty-five dollars retained by the housing office for a breakage fee. This is refunded upon withdrawal or graduation and clearance with the housing officer. Twenty-five dollars will be credited toward the student's room charge.

STUDENT ORGANIZATIONS

B.A. CENTRAL COMMITTEE

The Central Committee of the College of Business Administration is an organization which has a twofold purpose: first, to coordinate Business Administration organizational activities; second, to plan and promote major functions of the College of Business Administration. The committee consists of the presidents of all Business Administration organizations; the Student Body President serves as chairman.



STUDENT COUNCIL

The Student Council consists of thirty-five members, representing the College of Arts and Sciences, the Schools of Law and Dentistry, the Colleges of Pharmacy, Music, and Business Administration and the Evening Division. These students are selected by the student body with the approval of the faculty. The Council serves to unify student thought and action. It conducts general meetings and elections, sponsors and manages interclass contests and leads and directs student activities.

STUDENT UNION

A committee of the Student Council, the Student Union consists of over 125 selected students whose purpose is to promote and co-ordinate the various activities in the University's Danna Student Center. It has five officers and seven committees: Cultural, Current Events, Dance and Entertainment, Hospitality, Personnel, Publicity and Recreation.

HONORARY FRATERNITIES AND ORGANIZATIONS

In order to give recognition and encouragement to high standards of scholarship among the students, several honorary scholastic fraternities and organizations have been established on the campus.

ALPHA SIGMA NU Membership in Alpha Sigma Nu, national honorary Jesuit scholastic society, is the greatest honor which can be bestowed upon undergraduate male students of the University who have distinguished themselves by scholastic achievement. Sole honor group set aside for that purpose on the campus, the Loyola Chapter was established April 26, 1936. The two highest ranking students in each school or college of the University are nominated for membership each year. Final selection is made from their number.

BETA ALPHA PSI The purposes of this national professional and honorary fraternity are to stimulate interest and cooperation in accounting; to encourage and foster the ideal of service as the basis of the accounting profession; to promote the study of accountancy and its highest ethical standards; to act as a medium between professional men, instructors, students and others who are interested in the development of the study or profession of accountancy; to develop high moral, scholastic and professional attainments in its members; and to encourage cordial intercourse among its members and the profession generally. Accounting majors of junior standing with a 3.00 quality point average in four completed accounting courses and a 2.50 average in all other subjects shall be considered for election to membership.

BETA GAMMA SIGMA The purposes of this national honor society are to encourage and reward scholarship and accomplishment among the students of business administration; to promote the advancement of education in the art and science of business and to foster integrity in the conduct of business operation. Only seniors who rank in the upper tenth of their graduating class and juniors among the highest four per cent of their class are considered for election to membership.

BLUE KEY Blue Key is a national honorary service fraternity whose members are chosen by the active student chapter from male students who have distinguished themselves in leadership, activity, scholarship and service rendered the University. The Loyola chapter was founded September 14, 1931.

CARDINAL KEY Cardinal Key national honor sorority was established in 1953. Election to the sorority is the recognition of achievement by a Loyola co-ed in scholarship and extra-curricular activity. The organization seeks to advance religion, patriotism, and service by affording training for leadership in the college community.

KAPPA DELTA PI Kappa Delta Pi is an honor society in education to encourage high professional, intellectual, and personal standards and to recognize outstanding contributions in education. Zeta Rho Chapter, established at Loyola on October 8, 1949, taps those undergraduates who achieve a quality point average of 3.3 and graduate students who earn a quality point average of 3.5.

PROFESSIONAL AND ACADEMIC SOCIETIES

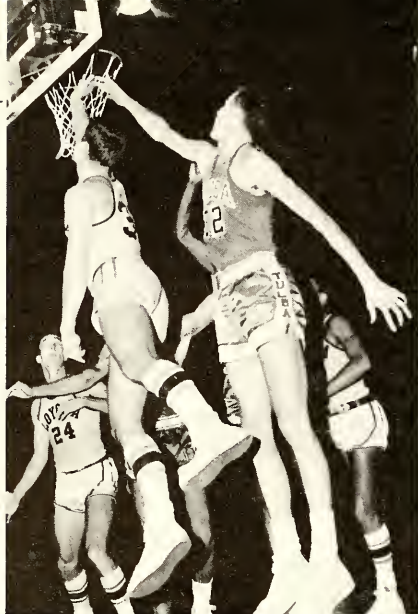
ACADEMY OF FINE ARTS The Academy of Fine Arts was founded in 1941, to encourage and stimulate interest in the cultural fields of art, architecture, literature, music and related subjects.

ADMINISTRATIVE MANAGEMENT SOCIETY Functioning under the auspices of the Administrative Management Society through the New Orleans Senior Chapter, this collegiate organization fosters interest in management principles and policies among the students. Its primary purpose is to establish relations with management through talks by its representatives and tours for members intended to give further insight into the problems and practices of management. The organization also actively participates in the business meetings and the panel discussions of the New Orleans Senior Chapter. Members are selected from the outstanding junior and senior students who are scholastically proficient in business administration subjects, and particularly in management courses.

AMATEUR RADIO CLUB The Amateur Radio Club was organized in September, 1945. Its primary purpose is to aid its members in preparing for the code and theory examinations required by the Federal Communications Commission for Amateur Radio Operators. Members operate W5LJY, located on the campus.

CONSERVATIVE CLUB The Conservative Club of Loyola was founded in 1961-1962. Its aim is to preserve, by means of education, the constitution of the United States, free enterprise, and the Catholic principle of subsidiarity. Promotion of conservative points is effected by the distribution of literature, guest speakers, and public debates.

DELTA SIGMA PI Delta Sigma Pi is an international professional commerce fraternity. Its purposes are to foster the study of business in universities, to encourage scholarship, social activities and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce; and to further a high standard of commercial ethics and culture and the civic and commercial welfare of the community.



EDWARD DOUGLASS WHITE DEBATING SOCIETY Named for the statesman and jurist of Louisiana who became the Chief Justice of the United States Supreme Court, the Edward Douglass White Debating Society was established in September 1925. Its purpose is to foster an interest in the art of self-expression and eloquence. From its members is chosen the varsity debating team which represents the University against teams from throughout the nation.

NATIONAL COLLEGIATE ASSOCIATION FOR SECRETARIES The National Collegiate Association for Secretaries (NCAS) is an organization for students enrolled in either the programs of Administrative Practices or Business Education. Its activities are designed to encourage the exchange of ideas and experiences of the members; to promote a spirit of fellowship among the students; and to establish contacts with business men and women.

PAN AMERICAN CLUB For the purpose of intimate study of inter-American relations, and to stimulate friendly cooperation among the Spanish and English speaking students of Loyola, the Pan American Club was organized on October 12, 1947. Chief among the club's activities are Pan American Day and cooperation with the Loyola Language and Cultural Center in Mexico City.

PHI CHI THETA Phi Chi Theta is a professional commerce fraternity for women. Its purposes are to promote the cause of higher business education and training for all women, to foster high ideals for women in business careers, and to encourage fraternity and cooperation among women preparing for such careers.

PHILOSOPHY CLUB Reactivated in October 1953, the Philosophy Club offers an annual lecture series. The organization inaugurated the St. Thomas Aquinas Lecture in Philosophy delivered each year on that Saint's feast day.

REPUBLICAN CLUB The purpose of the organization is to collect, analyze, and discuss political affairs, to promote better political ideals, and to support worthy Republican candidates for public office. The club offers an opportunity for political expression and recognition.

SPIRITUS The purpose of the organization is to promote student interest and devotion to Loyola University in its athletic events and its cultural and intellectual activities.

STUDENT DEMOCRATIC ASSOCIATION The Loyola Student Democratic Association exists to foster awareness and understanding of the problems and opportunities in our democracy. Activities include weekly meetings, discussions of issues of importance to the political, social and economic affairs of the United States, a film series, and guest lecturers.

THESPIANS The Thespians, the University drama group, had its founding at the College of the Immaculate Conception prior to the establishment of Loyola University. This organization fosters and develops the dramatic talent of the student body. Members are trained in theatrical arts through presentation of stage productions.

UNIVERSITY BAND The band provides students with the opportunity to develop musical ability and taste, and to acquire practical experience through performance at concerts. Band activities include two formal concerts, a concert tour, presentation of a guest conductor and soloist, television shows, and performance at University functions and athletic events. Membership is open to all students who have the required ability and training.

STAGE BAND The Loyola Stage Band, founded in 1949 as Campus Capers, is a student orchestra which provides music for Blue Key Talent Night, informal campus dances and other events.

SERVICE ORGANIZATIONS

ALPHA PI OMICRON Organized in September 1938, Alpha Pi Omicron, service fraternity, provides an organized means by which the male students of Loyola may render service to the University, its faculty, and student body. Among its activities are the publishing of the Loyola University Directory, distributed free of charge to the entire University, ushering at forums and commencement exercises, and serving the quarterly alumni breakfasts.

LAMBDA SIGMA LAMBDA Lambda Sigma Lambda, service sorority, was organized to serve the university, its faculty and student body in all ways possible and in so doing to instill in its members the virtues of generosity, dependability, initiative, leadership, loyalty and cooperation. Founded on October 16, 1941, the sorority places itself at the disposal of administrative offices and student organizations to aid them in any way whatsoever.

PUBLICATIONS

MAROON The University newspaper, the *Maroon*, is published about 25 times during the year by a student staff under the direction of the faculty of the Department of Journalism. Positions on the editorial and business staffs are open to all students of the University.

PERSONNAE *Personnae* is the campus literary magazine and is published under the sponsorship of the Loyola English Department. It offers a showcase for talented Loyolans as well as an entertaining magazine for all. All Loyola students may submit short stories, articles, poems and illustrations.

SOCIAL DIGEST The College of Business Administration publishes a national monthly magazine, *Social Digest*. The Digest includes original articles on business, economics, education, and social sciences and a documentary service: condensations of important speeches, books, and magazine articles dealing with modern social thought. (Subscription: \$3.00 a year.)

STUDENT DIRECTORY Alpha Pi Omicron, service fraternity, presents to the faculty and students the *University Directory*. Contained therein is the name, address and telephone number of every member of the faculty, student body, and staff of the University. This book is presented free of cost and edited entirely by members of APO.

STUDENT HANDBOOK *The Student Handbook* or "*L*" Book was first published as an aid and guide for Freshmen. While maintaining this purpose, it is now presented annually by the Student Council as a reminder to upperclassmen of the ideals, traditions, and regulations of Loyola.

WOLF *The Wolf* is the yearbook of Loyola University. Executive heads are chosen from among undergraduate staff members. It is their duty to gather and edit a pictorial record of each year's activities and to present it to the student body as a memento of their college careers.



Awards

ACCOUNTING MEDAL Each year the Society of Louisiana Certified Public Accountants awards a proficiency medal to the Loyola College of Business Administration senior student who has achieved the highest grades in his class for accounting studies for four years.

ADMINISTRATIVE MANAGEMENT SOCIETY AWARD Awarded each year by the Loyola Chapter of the AMS to the senior in Business Administration who, in the opinion of the chapter, has exhibited the greatest degree of aptitude for achievement in the field of management.

BETA ALPHA PSI AWARD The Grand Council of Beta Alpha Psi, national professional and honorary accounting fraternity, awards a scholarship certificate to the graduating fraternity member who has attained the highest point hour ratio in accounting as of the close of the semester preceding graduation.

JOHN V. CONNOR AWARD

REV. JOSEPH A. BUTT, S.J., AWARD

Each year the Alumni Association of the College of Business Administration awards two keys to the graduating seniors who have achieved the highest scholastic standing in that class. The John V. Connor Award is granted to the qualifying male senior, and the Rev. Joseph A. Butt, S.J., Award is granted to the qualifying female senior.

CORRADO-AHERN AWARD The Corrado-Ahern Award is given each year to the sophomore who best exhibits attributes of scholarship, leadership, religious devotion, and service to the University and his fellow students.

CURTIS-O'SHEA AWARD The Curtis-O'Shea Award was established by Mr. James E. Curtis of Indianapolis, Indiana, to bear the names of his family and of the family of the mother of the Reverend Joseph A. Butt, S.J.

It is awarded each year to the graduating senior who, in the judgment of the faculty, has done the most for Loyola University and for the College of Business Administration. It is primarily a reward for unselfish service and loyalty.

DEAN'S AWARDS An annual presentation by the Dean of the College of Business Administration of awards to the graduating seniors who have performed distinguished service or have made significant progress in areas not recognized by other established awards.

DELTA SIGMA PI SCHOLARSHIP KEY To encourage high scholarship Delta Sigma Pi presents annually at every university where it has a Chapter, the Delta Sigma Pi Scholarship Key which is awarded by the faculty to that senior, who upon graduation ranks highest in scholarship for the entire course in commerce and business administration.

JAMES N. MASTERS MEMORIAL AWARD This award is presented in honor of James N. Masters, first deceased member of Delta Nu Chapter of Delta Sigma Pi, and consists of a permanent plaque donated by Mrs. Masters and a smaller plaque donated by the Fraternity. The permanent plaque contains the name of each recipient and is kept in Stallings Hall. The smaller plaque is given to the recipient.

This outstanding member award is given annually to that member of Delta Nu Chapter who, more than any other member, has advanced the true purpose of the Fraternity. The recipient is selected by vote of the active membership of the Fraternity.

NCAS SCHOLARSHIP AWARD This award is presented annually to the senior member of the Loyola Chapter of the National Collegiate Association for Secretaries who has the highest overall average for her four years of college work. Other factors that may be taken into consideration are service to the organization, attitude, cooperation, and future potential.

NOLA CHAPTER, NATIONAL SECRETARIES ASSOCIATION AWARD This award is presented annually to the best all-round graduate in the Administrative Practices Program. Areas of consideration for the recipient of the NOLA Chapter, NSA, Award are high scholastic standing, poise, attention to detail, pleasing personality, and leadership.

OUTSTANDING FRESHMAN AWARD An annual award given to three freshmen (two male students and one female student) by Delta Sigma Pi Fraternity. Students are selected by the members of the freshman class. Factors considered in the selection are cooperation with school programs, contributions to the College of Business Administration and leadership and participation in school functions. Although this is not a scholastic award, to be eligible a student must be in good standing.

OUTSTANDING JUNIOR AWARD An annual award given to two juniors by the Beta Zeta Chapter of Beta Alpha Psi (outstanding male) and the Gamma of Louisiana Chapter of Beta Gamma Sigma (outstanding female). Students are selected by Fraternity members and submitted to the faculty for final approval. The award is based on cooperation with school programs, contributions to the College of Business Administration, and leadership and participation in school functions. Though this is not a scholastic award, a student must be in good standing to be eligible.

PHI CHI THETA NATIONAL KEY AWARD Key awarded annually on the basis of scholarship, activities and leadership, by a committee of the faculty and Fraternity members, to the woman student in the College of Business Administration who fulfills these requirements best at the completion of her senior year.

THE FANT TAYLOR AWARD This is an award of a specially designed gold key and a gold key chain for men or a gold bracelet for young ladies. This award is donated by Mr. J. Fant Taylor, owner-manager of the Taylor Furniture Mart of New Orleans, and is intended to inspire young men and women to higher achievement in marketing and merchandising. It is awarded to a senior in the College of Business Administration for outstanding achievement in marketing.

THE WALL STREET JOURNAL ACHIEVEMENT AWARD This is an award of a silver medal and a one year's subscription to the *Wall Street Journal*. It is granted to the graduating senior in the College of Business Administration who in the judgment of the faculty members engaged in teaching finance and economics has earned the highest average in the elective fields of economics and finance.

JOHN X. WEGMANN, SR., ACHIEVEMENT AWARD The John X. Wegmann, Sr., Achievement Award was established in memory of Mr. Wegmann, who was a distinguished civic and business leader, a faithful servant of his Church, and a true friend of Loyola University.

It is awarded each year to the graduating senior who, in the judgment of the faculty, has been most outstanding in scholarship, leadership, character, sincerity of purpose and loyalty in promoting the objectives and ideals of Loyola University and of the College of Business Administration.



ADMINISTRATIVE PROCEDURE

KNOWLEDGE OF REGULATIONS

Every student is to acquaint himself with all the regulations of the University that pertain to him. Ignorance of a regulation is not accepted as an excuse for its violation. These regulations are to be learned from the Student Handbook, official instructions given to the students, and posted official notices. When a student registers in the University, it is understood that both the student and the student's parents or guardians agree to the student's being governed by the regulations of the University, and will abide by decisions that may be made by officials of the University regarding the student.

INSTRUCTION

The unit of instruction is one hour a week for one semester. Two hours of work in a laboratory are considered equivalent to one hour of class work. Students may receive credit only for the number of hours published for a course.

ATTENDANCE

The University is insistent on regular and punctual attendance. Each tardiness, defined as a student's failure to be present when his name is called at the beginning of each class or laboratory, will be counted as a third of an absence.

The student coming late is responsible for seeing that the instructor changes the absence noted at the beginning of the class to a tardiness.

Any student incurring more than six absences in a course which carries three or more semester hours will be dropped from the course automatically. In courses of less than three semester hours the maximum number of absences will be double the number of semester hours, e.g. in a two semester hour course, four absences will be the maximum allowed; in a one semester hour course, two absences will be the maximum.

Double cuts should be registered before and after the major holidays only, viz., Thanksgiving, Christmas, Mardi Gras, and Easter. Double cuts should be registered only on the last University class day before the beginning of the holidays and the first University class day after the holidays. For example, if the holidays begin on Friday, the last class day being Thursday, a student would not incur double cuts on Wednesday, even if his last classes before the holidays were on Wednesday. Similarly, if University classes are resumed on Thursday, when a student would have no classes scheduled, and he skips scheduled classes on Friday, double cuts would not be incurred on Friday.

Students who have exceeded the maximum number of absences will have a right to petition the Committee on Attendance for reinstatement.

Students petitioning reinstatement should do so within twenty-four hours after they receive notification that they have been dropped from a course. The petition must be submitted by letter to the Dean of Students and must include the reason for each absence, giving dates, etc. While the petition is being reviewed by the Committee on Attendance the student will be permitted to attend class. The decision of the Committee on Attendance will be final. Extended absences due to sickness must be verified by a doctor's certificate.

Students entering class more than five minutes after the starting bell will be recorded absent.

Absences for any excuse whatever do not exempt a student from quizzes, tests, examinations, or other written work required during the period of absence. The responsibility for making up such work rests wholly upon the student. A failing grade for the omitted work will be charged against the student if he does not fulfill his obligations within the time limit determined by his professors.

CLASS ATTENDANCE OF HONOR STUDENTS

All undergraduate Juniors and Seniors in the College of Business Administration with a 3.5 average or higher for a semester are allowed unlimited cuts in all their subjects, laboratories excluded, for the following semester.

WITHDRAWAL FROM THE UNIVERSITY

A student who withdraws from the University during a semester before taking the final examinations of the semester forfeits all credit for work done in that semester.

To withdraw officially from the University a student must:

- 1) Obtain withdrawal forms from the Office of the Registrar.
- 2) Obtain signatures of designated officials on withdrawal forms. (These forms will not be signed until the student has cleared all obligations to the University.).

Withdrawal is not complete or official until all signatures have been obtained and forms are returned to the Office of the Registrar.

Those students who withdraw officially from the University *prior* to mid-semester examinations will not have grades recorded in those courses for which they were registered at the time of withdrawal.

All students who withdraw officially from the University *after* the mid-semester examinations will be assigned a grade for each course for which they were registered at the time of withdrawal. If the grade is passing at the time of withdrawal a grade of WP will be assigned. If the grade is failing, a grade of WF will be assigned which shall indicate a failure in the course.

Those students failing to complete official withdrawal from the University will incur a grade of "WF" in all courses for which they are registered. These grades are placed on the student's permanent record and are not subject to change. Students are reminded that they must complete official withdrawal from the University before the termination of the semester in which they have registered.

In the case of a student who is called to active duty in any branch of the armed services before the date for final examinations in the semester, the following exceptions to the formal regulations have been made:

1. *Should a second semester senior be called to military service within six weeks of the date of commencement exercises, he will have the dates of his final examinations advanced, and, if he passes successfully, he will be granted full credit and his degree.*
2. *A senior in his first semester, or a junior, sophomore, or freshman in either semester who is called into military service within four weeks of the end of the semester will have his examination dates advanced, and, if he passes successfully, be granted full credit for the semester.*
3. *A notation of the action taken by the University in accordance with the provisions made above will be made on the records and transcripts of the students who have received full credit under these provisions.*

SCHEDULE CHANGES

A student desiring to drop a scheduled course or to add another course after his semester's schedule has been filed in the Registrar's Office should consult with his Adviser from whom he should obtain written permission to revise his schedule. This written permission should be presented by the student to the Dean for approval. Permission to add a course or change from one section to another will not be granted after the date indicated in the Session Calendar as the last day for schedule adjustments.

Students remaining in the University who drop one or more courses after the date indicated in the Session Calendar as the last day for schedule adjustments must be assigned a grade. If the grade is passing at the time the course is dropped a grade of WP will be assigned. If the grade is failing, a grade of WF will be assigned which will indicate a failure in the course.

CLASSIFICATION OF STUDENTS

Those students are ranked as Sophomores who have credit for twenty-four semester hours; Juniors, those who have fifty-six semester hours; Seniors, those who have ninety-two semester hours. Students not included in any of these classifications are registered either as special students or as out-of-course students.

GRADES AND REPORTS

A report of the semester grades made by a student in his scheduled subjects is sent to the student at the middle and end of each semester. Grades are reported as follows:

A (93-100) excellent; B (85-92) very good; C (77-84) good; D (70-76) merely passing; F (0-69) failed; W withdrawal from subject course with permission; WF, withdrawal with failing grade or failure be-

cause of excessive absences; WP, withdrawal with passing grade; I, incomplete grade.

All incomplete grades must be removed before the end of the following semester. Otherwise, they become failures and are so recorded. However, it is more beneficial to the student if the incomplete grade is removed before the middle of the following semester in order that an undue burden is not placed on the student when preparing for his scheduled final examinations.

Semester grades are determined as follows:

Pre-examination work in first half of semester.....	40%
Pre-examination work in second half of semester.....	20%
Final Examination.....	40%

QUALITY POINT RATING

No student will be permitted to graduate unless he has established a quality point average of 2.0 in his work towards the desired degree.

N. B. The quality point average is determined by dividing the total of quality points earned by the total hours attempted.

Quality points are earned in the following manner: for the grade of "A," in a subject course, the student is credited with four times as many quality points as semester hours allowed for that course; for the grade of "B," three times as many quality points as semester hours; for the grade of "C," twice as many quality points as semester hours; for the grade of "D," the same number of quality points as semester hours; for the grade of "F," no quality points are merited.

REPETITION OF COURSES

A student who has failed a course will be allowed to repeat that course when it is next offered. No more than two repetitions of the same course will be allowed to any student.

With the permission of the Dean, a student may repeat a course already successfully completed in order to better the quality of his work. The results of the second attempt supersede the results of the first attempt. No third attempt will be allowed unless the second attempt results in a failure, in which case the course must be repeated a second time. In computing scholastic average all attempts will be counted.

DEAN'S LIST

All Juniors and Seniors achieving a quality point average of 3.5 or higher and all Freshmen and Sophomores attaining a quality point average of 3.0 or higher in any semester merit the distinction, Honors, and are eligible for the Dean's List. Those students who maintain a 3.5 quality point average for both semesters of the academic year are presented an award at the Honors Convocation in the Fall Semester.

ACADEMIC PROBATION AND DISMISSAL

1. In order that students maintain the required academic standing and continue in course, the following minimum standards must be met:

- a quality point average of 1.7 for the first semester
- a total quality point average of 2.0 for the second semester
- a total quality point average of 2.0 after the second semester and every subsequent semester.

Students failing to meet these specified requirements will be placed on probation for one semester. If a student is unable to raise his quality point average to the required minimum after one semester of probation, he will be subject to dismissal from the College.

Only rarely and for very grave reasons will the probation of a student be extended beyond one semester.

2. Students who have not established a 2.0 general average and a 2.0 average in their field of concentration at the end of their sophomore year must remedy their deficiencies before beginning their upper division work.

3. Students on scholastic probation will schedule no more than 16 semester hours.

4. Students are allowed no more than three placements on probation during their college career. Students who have failed to meet their scholastic requirements for the fourth time will be subject to dismissal from the College.

STUDENT CONDUCT

The educational system of this University includes, as one of its most important features, the formation of character. It is expected that each student will be so loyal to the spirit and ideals of the University that the exercise of proper self-control will come from his own convictions and free determination.

It is intended that the college regulations be a guide and help to foster the conduct which is presupposed in every Loyola student. The College requires regular and punctual attendance at all scheduled exercises, observance of college customs and regulations, serious application to study; and exemplary demeanor in all college activities. A student who is deficient in these essential points will be suspended or dismissed.

The University reserves the right to dismiss at any time a student who fails to give satisfactory evidence of earnestness of purpose and of interest in the serious work of college life. In rare cases a student may be dismissed for a reason that seems to students and parents to be insufficient. In such cases the University is to be considered the more capable judge of what affects the interest both of the institution and of the student body.

Students will be taxed for excessive breakage or destruction of University property. The decision covering each case will be made by the University.

PERMISSION TO TAKE COURSES AT OTHER UNIVERSITIES

Students who wish to schedule courses at other colleges and have such courses recognized as partial fulfillment of their Degree Program at Loyola must obtain the written permission of the Dean before such courses are scheduled.

Failure to obtain such written permission will render the courses unacceptable to Loyola. Courses in which a grade of "D" is earned will not be accepted as transfer credit.

PROGRESSION

Before the completion of his sophomore year the student should have determined in consultation with his adviser the selection of a program of junior and senior courses. A limited amount of specialization is provided for in the various programs but students are cautioned against too much narrow specialization. In all cases the junior and senior program must be approved by the student's adviser and the Dean.

At the conclusion of the student's sophomore year his scholastic progress will be reviewed carefully by his adviser, a faculty committee, and the Dean. Before undertaking a junior program a student should have demonstrated beyond a doubt his scholastic proficiency. He should have a general average of "C" or 2.0. If a student has a marked deficiency in quality he may be forced to repeat lower division courses; he may be put on probation; or he may be dismissed permanently.

ACCELERATION

Students who wish to accelerate their degree program by completing their degree requirements in less than eight semesters may do so only with the explicit written permission of the Dean of the College of Business Administration. This permission must be requested in writing by the student. Permission to accelerate will not be granted where the student has less than three full semesters of work remaining in his degree program. Permission to accelerate will not be given in cases where the student must schedule excessive numbers of semester hours. Permission to accelerate will be given rarely if the normally required summer school attendance is to be at other institutions. Accelerated students will pay tuition only for the semesters actually in attendance at Loyola.



DEGREE REQUIREMENTS

Semester Hours and Course Structure—To receive the Bachelor of Business Administration degree, a student is required to complete at least 126 semester hours (exclusive of Theology and Military Science), normally distributed throughout eight semesters and including the following courses.

Course	Sem. Hrs.	Course	Sem. Hrs.
English.....	12	Accounting.....	12
Philosophy.....	15	Money and Banking.....	3
Arts and Sciences Electives.....	18	Corporation Finance.....	3
Mathematics.....	6	Marketing Management I.....	3
Behavioral Sciences.....	3	Legal Environment of Business.....	6
Introduction to Economics.....	3	Labor Economics.....	3
Principles of Economics.....	6	Statistics.....	6
Microeconomics.....	3	Human and Technical Factors in Business Management.....	3
Business Cycles.....	3	Administrative Practices.....	3
	69	Business Report Writing.....	3
		Professional Electives.....	12
			57

Quality of Work—A candidate for the B.B.A. degree not only must complete the required courses but also must attain a certain standard of excellence in his work. The candidate must have earned a general average of “C” or better for all courses attempted, and must have at least a “C” average for all upper-division professional courses.

Requirements for each degree are clearly outlined. All students are specifically warned that they bear sole responsibility for full com-

pliance with all freshman, sophomore, and upper-division requirements for graduation from this college.

Any exception to degree program or graduation requirements set forth in this bulletin must be approved in writing by the Dean of the College.

Students who have transferred from another college must complete their last 30 hours in residence.

PHILOSOPHY REQUIREMENTS

The Philosophy Department requires a minimum of 15 semester hours for the B.B.A. degree. Those transfer students enrolled in the University for less than five semesters must schedule a course for each semester in residence.

THEOLOGY REQUIREMENTS

All Catholic students must fulfill the requirements of 15 semester hours in Theology. Transfer students enrolled in the University for less than five semesters must schedule a course for each semester in attendance. Combined degree students, who take less than four years of undergraduate work before entering a professional school, must complete the basic-required courses in Theology.

ELIGIBILITY FOR GRADUATION

In addition to the above requirements, the following regulations must be observed:

1. At the beginning of the scholastic year in which the candidate expects to complete the work required for his degree he must present to the Registrar a formal application for that degree.

2. Before the date designated by the Finance Office, the candidate must pay his graduation fee and discharge all other financial indebtedness to the University.

3. All candidates for degrees must be present at the Dean's meeting of the candidates, the Baccalaureate Services, and the Commencement Exercises. Absence from any one of these exercises will render the candidate ineligible for Graduation.

The student may not be excused from Commencement Exercises except for very grave reasons and only with written permission of the Vice President of the University.

GRADUATION HONORS

Graduation honors are computed according to the quality point system. A student's graduation average is determined by dividing the total number of quality points earned by the total number of semester hours attempted by the student during his entire course. Semester hours carried include all hours attempted, excluding authorized withdrawals, but including all attempts at a course which has been repeated in order to raise the total of quality points. A student who has made an average of 3.5 graduates *cum laude*; one who has made an average of 3.7 *magna cum laude*; one who has made an average of 3.9 *summa cum laude*. Record of these honors is inscribed on the diplomas and noted in the list of graduates published for the Commencement Exercises.

RESERVE OFFICERS TRAINING CORPS



The Department of the Army maintains a General Military Science ROTC unit at Loyola. Instruction is given in subjects common to all branches of the Army.

All physically fit male students of the College of Business Administration, except veterans, are required by the institution to participate in two years of Military Training, normally during their first two years.

SENIOR DIVISION ROTC PROGRAM

The Senior ROTC program consists of two parts: (1) Basic Course and (2) Advanced Course, including a summer camp.

(1) Basic Course. The Basic Course consists of formal instruction for a minimum of three hours per week for two academic years of at least 30 weeks. The Department of the Army permits the Professor of Military Science, at his discretion, to grant up to two years credit in the basic course for previous active service in the Armed Forces. In certain cases, credit is also granted for prior ROTC instruction at other educational institutions.

(2) Advanced Course. The Advanced Course consists of advanced instruction in general military subjects, for a minimum of five hours per week for two academic years of at least 30 weeks each. Entrance to the Advanced Course is through application by those students taking an academic course on the college level, who have completed the basic course or received credit for prior service as prescribed above. A commission of Second Lieutenant, United States Army Reserve is awarded after completion of the Advanced Course, and academic requirements for degree.

SUMMER CAMP

Members of the Advanced Course are required to attend camp one summer, normally between the third and fourth year. All students going to camp receive mileage for the round trip from school at the rate of 5 cents per mile and are housed, uniformed and given medical attention at government expense while at the camp. The duration of camp is six weeks and begins about the middle of June.

DISTINGUISHED MILITARY STUDENTS

A Distinguished Military Student is an individual designated as such after careful consideration of his qualifications by the President of the University and the PMS. He must possess outstanding qualities of leadership, high moral character, a definite aptitude for the military service, and he must have demonstrated his leadership ability through his accomplishments while participating in recognized campus activities.

DISTINGUISHED MILITARY GRADUATES

Those graduates who have completed the entire ROTC Course and who have been selected by the President of Loyola University for

scholastic excellence, may be designated as "Distinguished Military Graduates" by the Professor of Military Science, as possessing outstanding qualities of leadership, character and aptitude for Military Service.

NATIONAL SOCIETY OF PERSHING RIFLES

The Pershing Rifles is a National Honorary Military Society. Its aim is to encourage, develop and preserve the highest ideals of the military profession, to promote American citizenship, to create a closer and more effective relationship between cadets of various colleges and universities and to provide appropriate recognition of military ability and application among the cadets of the Senior Division, Reserve Officers' Training Corps.

NATIONAL SOCIETY OF SCABBARD AND BLADE

The National Society of Scabbard and Blade is an organization for uniting in closer relationship the military departments of American universities and schools; for preserving and developing the essential qualities of good and efficient officers; for preparing individuals as educated men to take a more active part and have a greater influence in the military affairs of the communities in which they reside; and to spread intelligent information concerning the military requirements of this country.

ASSOCIATION OF THE UNITED STATES ARMY

The Association of the United States Army is a national military organization. The Association promotes a closer affiliation between the military and academic departments. It offers to the military student an opportunity to gain a true insight of the purpose and activities of the United States Army. One of the many projects of the AUSA Chapter is the Ranger program designed to help students acquire a high degree of physical fitness and tactical proficiency.

ENROLLMENT AND CONTINUANCE

The general requirements for enrollment and continuance in the ROTC are that the student be a citizen of the United States, physically qualified as prescribed by the Department of the Army, accepted by the institution as a regularly enrolled student, be not less than 14 years of age and must not have reached 23 years of age at time of enrollment and agree in writing upon admission to the Advanced ROTC Course (1) to complete the course of instruction offered unless released by the Department of the Army, and (2) accept a Reserve Commission if tendered.

ACADEMIC CREDIT

Academic Credit is granted for the completion of the Military Course on the basis indicated below:

	1st Semester	2nd Semester	Total Credit Hours
Basic 1st Year.....	2	2	4
Basic 2nd Year.....	2	2	4
Advanced 1st Year.....	3	3	6
Advanced 2nd Year.....	3	3	6

EMOLUMENTS

During enrollment in the Advanced Course, the student is paid a monthly allowance which comes to around \$1,000 for the two years. Students attending ROTC summer camp, also receive \$165 for the six week period and receive a travel allowance of five cents a mile to and from the camp.

UNIFORMS

All ROTC students are required to deposit \$25.00 with the Treasurer of the University prior to enrollment in the Basic and Advanced Course. The student will then be issued the prescribed uniforms and insignia from the ROTC supply room. Necessary repair or replacements of articles or uniforms must be made by the students.

The uniform deposit will be returned to the student upon completion or authorized withdrawal from the course, providing articles or uniforms are returned in good condition. (Advanced Course students awarded a commission will be permitted to retain uniforms). Final settlement will be made by the Treasurer's Office.

TEXTS AND EQUIPMENT

The Government will provide the necessary texts and equipment to carry out the ROTC Program on a loan basis to the student. A fee will be deducted from the uniform deposit for loss of texts or equipment.

RIFLE TEAMS

Rifle teams will be selected through individual competition, and will represent the ROTC in Matches sponsored by Fourth U. S. Army, and in matches with other colleges and universities. The firing is conducted with modern small bore rifles on an indoor range.

THE BASIC COURSE

Military Instruction is of a general type applicable to the Army as a whole, and is for the purpose of providing the student with a foundation of basic military knowledge for future officers.

MILITARY SCIENCE I (101-2) (1st year) (90 hours)

Subject	Hours
Organization of The Army and ROTC.....	5
Individual Weapons and Marksmanship.....	10
U. S. Army and National Security.....	15
Leadership Laboratory.....	30
Military Tactics.....	30

MILITARY SCIENCE II (201-2) (2nd year) (90 hours)

Subject	Hours
Map and Aerial Photograph Reading.....	15
Introduction to Operations and Basic Tactics.....	15
American Military History.....	30
Leadership Laboratory.....	30

THE ADVANCED COURSE

Students who successfully complete the Basic Course may apply for enrollment in the Advanced Course. Students with prior training at an institution having a recognized ROTC unit or with active military service, may be given credit toward completion of the Basic Course requirement.

Students must pass a prescribed physical examination prior to enrollment.

In general, students selected for the Advanced Course are those who have demonstrated, in the Basic Course, outstanding qualities of command leadership and who possess the mental, moral and physical characteristics indicative of Army Officer potential.

MILITARY SCIENCE III (301-2) (3rd year) (150 hours)

Subject	Hours
Leadership.....	16
Military Teaching Principles.....	18
Branches of The Army.....	24
Counter Insurgency Operations.....	5
Small Unit Tactics and Communications.....	52
Summer Camp Orientation.....	5
Leadership Laboratory.....	30

MILITARY SCIENCE IV (351-2) (4th year) (150 hours)

Subject	Hours
Operations.....	50
Logistics.....	20
Military Law.....	15
Army Administration.....	15
Service Orientation.....	10
Role of The United States in World Affairs.....	8
Map Reading Review.....	2
Leadership Laboratory.....	30

DEGREE PROGRAMS



UNIOR-SENIOR PROGRAMS OF STUDY

The areas of specialization open for students in the College of Business Administration are outlined on the following pages. Although these are sometimes referred to as "majors" and "minors" it is understood that the general major fields for all business students are management, accounting, and economics. The fields of specialization presented below are intended for students who have specific interests within the functional fields of business administration.

It should be pointed out that four of these programs—the Programs in General Business-Management, Economics, Finance, and Marketing—do not require specific electives until the third year in college. Therefore, a student selecting one of these fields for specialization during his first two years may transfer to any of the others without having to take additional courses. The remaining six programs—the Programs in Accounting, Business and Mathematics, Business and Law, Administrative Practices, Television-Management and Computer Science—require specific courses during the first and second years. In general, therefore, a student selecting one of these programs cannot transfer to another special program (or from one of the general programs to any one of these special programs) without having to make up the required courses for the program to which he transfers.

The various degree programs in this College all call for a minimum of 126 semester hours with approximately one-half of the work in liberal arts and one-half in business administration subjects. All students must complete the following courses (exceptions are made for the Programs in Administrative Practices, Business and Law, Business and Mathematics, Accounting, and Computer Science):

Course	Sem. Hrs.	Course	Sem. Hrs.
English.....	12	Accounting.....	12
Philosophy.....	15	Money and Banking.....	3
Arts and Sciences Electives.....	18	Corporation Finance.....	3
Mathematics.....	6	Marketing Management I.....	3
Behavioral Sciences.....	3	Legal Environment of Business.....	6
Introduction to Economics.....	3	Labor Economics.....	3
Principles of Economics.....	6	Statistics.....	6
Microeconomics.....	3	Human and Technical Factors in Business Management.....	3
Business Cycles.....	3	Administrative Practices.....	3
	69	Business Report Writing.....	3
		Professional Electives.....	12
			57

The courses are divided into three groups:

1. The arts and sciences background courses constitute nearly one-half of the program and are designed to free the future executive from the limitations of a restricted technical education. Students are required to take and to elect courses in the College of Arts and Sciences during their entire four years.

2. A lesser portion of the courses is in the field of Economics and is designed to equip the future business leader with a broad knowledge of economic principles, problems, and analytical processes in our own country and in the principal regions of the world.
3. The professional courses of the business administration program constitute about forty per cent of the total courses taken and are divided into two groups:
 - a. Courses designed to give broad comprehension in all of the major fields of business administration (sometimes called the "core" courses) include studies in the fields of management, accounting, economics, marketing, finance, statistics, business law, and communications.
 - b. The fields of concentration include a limited number of upper-division courses in each of the "core" fields of business.

The following degree requirements apply to all B.B.A. students.

LOWER DIVISION ARTS AND SCIENCES ELECTIVE

During a student's first two years at Loyola twelve semester hours must be taken in elective courses in the College of Arts and Sciences. Courses which may be elected include social sciences, foreign languages, speech, television, or physical sciences. If a student elects a physical science in his freshman year he may elect a physical or social science in his sophomore year. Students who elect social sciences or a language must establish twelve semester hours' credit in either the social sciences or the language.

PHILOSOPHY REQUIREMENTS

A minimum of 15 semester hours of philosophy is required for the B.B.A. degree. Transfer students enrolled in the University for five semesters or less must schedule a philosophy course for each semester in attendance.

THEOLOGY REQUIREMENTS

All Catholic students must fulfill the requirement of 15 semester hours in Theology. Transfer students enrolled in the University for five semesters or less must schedule a course for each semester in attendance. Students in the Combined Business and Law program must complete the three basic required courses (nine semester hours). 300-level Theology courses may be used as upper-division Arts and Sciences electives.

Non-Catholic students are not required to fulfill the Theology requirements.

MILITARY SCIENCE

All male students, except those specifically exempt in writing, are required to complete eight semester hours in Military Science, normally during their freshman and sophomore years. MS 352 may be used as an upper-division Arts and Sciences elective.

Students considering Graduate Studies in Business Administration or in Economics are urged to take either Mt 125-257 or Mt-257-258 instead of Mt 111-BA 112.



PROGRAM IN ACCOUNTING

In all types of business organizations, a sound knowledge of accounting is fundamental and essential for proper management of modern business affairs. Management today is highly specialized; thus, the need for a flow of continuous information concerning operating cost and expenses, resources and liabilities, and resultant profits or losses is of paramount importance in furnishing management with a tool for conducting a healthily operating business. Increasing regulations and taxation activities of governmental agencies are complicating business problems to place further emphasis on the present need for such knowledge.

The student who takes advanced studies in accounting prepares himself for a very useful career in the fields of private, commercial, and industrial accounting; public accounting; governmental service; tax consulting; cost analysis; controllership; or teaching. Those who wish to acquire a solid background for accounting work or those who contemplate graduate studies in accounting are urged to select the accounting program. A student should not attempt to continue the accounting program unless he has maintained at least a "C" average in his lower division accounting courses.

ACCOUNTING CURRICULUM

FRESHMAN YEAR

Course No.		Sem. Hrs.	
		I	II
En. 101-102	Freshman Composition.....	3	3
Mt. 111*-B.A. 112*	Fundamentals of College Mathematics*— Mathematics of Finance*.....	3	3
Course 101-102	Arts and Sciences Elective.....	3	3
B.A. 105-Eco. 106	Behavioral Science I—Introduction to Economics...	3	3
Acc. 105-106	Principles of Accounting.....	3	3
	Military Science.....		
		15	15

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose.....	3	3
Course 201-202	Arts and Sciences Elective.....	3	3
Pl. 202-301	Metaphysics I—Philosophy of Human Nature.....	3	3
B.A. 210-211	Statistics.....	3	3
Eco. 201-202	Economic Principles and Problems.....	3	3
Acc. 205-206	Intermediate Accounting.....	3	3
	Military Science.....		
		18	18

JUNIOR YEAR

Pl. 302-Pl. Elec. ¹	Ethics—Pl. Elective ¹	3	3
Fn. 305-307	Money and Banking—Corporation Finance.....	3	3
Eco. 321-325	Microeconomics—Business Cycles.....	3	3
Eco. 331 ² -Acc. 314	Labor Economics ² —Federal Tax Accounting.....	3	3
Acc. 305-306	Advanced Accounting.....	3	3
		15	15

SENIOR YEAR

B.L. 305-306	Business Law.....	3	3
Mg. 338	Human and Technical Factors in Business Management.....	3	
Mk. 305	Marketing Management I.....		3
Acc. 317-319 ³	Cost Accounting—Municipal and Governmental Accounting ³	3	3
Acc. 323—Pl. Elec. ¹	Auditing Principles and Problems—Pl. Elective ¹ ...	3	3
Electives	Upper-division Arts and Sciences Electives ⁴	3	3
		15	15

¹Philosophy electives need not be 300-level courses.

²Mg. 341 may be substituted for Eco. 331.

³Acc. 318 may be substituted for Acc. 319.

⁴300-level Theology courses and MS 352 may be used as upper-division A and S electives.

*Students considering Graduate Studies in Business Administration or in Economics are strongly urged to take Mt. 125-257 or Mt. 257-258.

NOTE: Accounting majors who plan to sit for the C.P.A. Examination during the last semester of their senior year must arrange with their advisors to schedule B.L. 305-306 during their junior year if they are to meet existing requirements.



PROGRAM IN ADMINISTRATIVE PRACTICES

Administrative Practices is a program created in response to the demands of businessmen. Its major function is the preparation of personnel for managerial level service as office managers and executive secretaries.

This program is based on the principle that a broad liberal education and a thorough background in business administration and economics are prime requisites for anyone aspiring to a managerial position. On this broad foundation of general education and business administration, the program begins the development of vocational competencies and personal qualities essential to such positions.

Job opportunities are practically unlimited in this field. Increasing emphasis on mechanization and automation in business has made it imperative that the high-level business employee have not only an understanding of her area of specialization but also an understanding of the total operation of the organization and how her work fits into the total program. This is essentially the distinguishing characteristic between the run-of-the-mill office worker and the office manager or executive secretary. Countless opportunities are available to the student who has business ambitions and is willing to dedicate herself to achieving these ambitions through a college degree program.

ADMINISTRATIVE PRACTICES CURRICULUM

FRESHMAN YEAR

Course No.		Sem. Hrs.	
		I	II
En. 101-102	Freshman Composition	3	3
Mt. 111*-B.A. 112*	Fundamentals of College Mathematics— Mathematics of Finance	3	3
B.A. 105-Eco. 106	Behavioral Science I—Introduction to Economics . . .	3	3
Acc. 105-106	Principles of Accounting	3	3
B.S. 105 ¹ -106 ¹	Techniques of Typewriting ¹	<u>2</u>	<u>2</u>
		14	14

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose	3	3
Eco. 201-202	Economic Principles and Problems	3	3
Acc. 203-Sh. 102	Functional Accounting—Fundamentals of Speech II	3	3
B.S. 201 ¹ -202 ¹	Techniques of Shorthand ¹	3	3
B.S. 205-Pi. 202	Advanced Typewriting—Metaphysics I	2	3
Electives	Arts and Sciences Electives (Lower Division)	<u>3</u>	<u>3</u>
		17	18

JUNIOR YEAR

Pl. 301-302	Philosophy of Human Nature—Ethics	3	3
Fn. 305-Mg. 338	Money and Banking—Human and Technical Factors in Business Management	3	3
B.S. 309-310	Advanced Shorthand	3	3
B.A. 210-211	Statistics	3	3
Eco. 321-325	Microeconomics—Business Cycles	3	3
B.S. 311	Business Communications	<u>3</u>	<u>3</u>
		18	15

SENIOR YEAR

Pl. Elec. ²	Pl. Electives ²	3	3
B.A. 305-306	Legal Environment of Business	3	3
B.S. 315-316	Secretarial Procedures	3	3
Mk. 305-Mg. 346	Marketing Management I—Administrative Practices .	3	3
Electives ³	Upper Division Arts and Sciences Electives ³	<u>3</u>	<u>3</u>
		15	15

¹Advanced standing may be granted to those who acquire proficiency before entering this program.

²Philosophy electives need not be 300-level courses.

³300-level Theology courses may be used as upper-division A and S electives.

*Students considering Graduate Studies in Business Administration or in Economics are strongly urged to take Mt. 125-257 or Mt. 257-258.



COMBINED PROGRAM IN BUSINESS AND LAW

The combination of business administration and law affords exceptional training for a career in law or business or governmental service. With the combined program which is here offered it is possible to achieve both the degrees, Bachelor of Business Administration and Bachelor of Laws, after six years of study. This combination program is recommended only for those students who are able to maintain a "B" or high "C" average in their studies. Required credit in Business Administration 305-306 is waived, and most electives are to be scheduled in the School of Law.

1. A Business Administration student may enter upon his studies in the School of Law after the completion of his junior year.
2. Before transferring to the School of Law he must have completed all the subjects prescribed below.
3. He must have been registered during the entire year as a senior in the College of Business Administration and as a first year student or as a senior in the School of Law.
4. He must have completed successfully the first year of his law studies as required by the School of Law for his promotion to the second year of law studies. This would require the passing of a minimum of eighteen semester hours with a sufficient number of quality points so that the total quality point hour ratio of all upper division professional courses attempted and all law courses attempted shall be at least a "C" average.
5. He must not be under official censure either in the College of Business Administration or in the School of Law.
6. He must see that an official record of the School of Law studies be sent to the Dean of the College of Business Administration.

7. He will receive the Bachelor of Business Administration Degree at the same time he receives his Bachelor of Laws Degree. If he elects to do so, he may receive the Bachelor of Business Administration Degree during the graduation exercises at the successful completion of his first year in the School of Law if he has fulfilled all the requirements for the combined degree. However, if for any reason a student voluntarily withdraws from the Bachelor of Laws Program after the successful completion of the first year of his law studies as required by the School of Law for his promotion to the second year of law studies and is under no official censure of either the College of Business Administration or the School of Law, he may receive the Bachelor of Business Administration Degree at the next normally scheduled exercises with the other candidates for the Bachelor of Business Administration Degree.

8. A student who does not achieve a "C" average or better in the School of Law may petition the Dean of the College of Business Administration for readmission to the College of Business Administration to complete the requirement for the degree of B.B.A. The Dean of the College of Business Administration will have the right to readmit students in this category.

9. The student bears the sole responsibility for taking the School of Law entrance examination and for applying for admission to the School of Law in ample time for acceptance. The Combined Program in Business and Law does not automatically admit one to the School of Law; all entrance requirements must be met.

BUSINESS AND LAW CURRICULUM

FRESHMAN YEAR

Course No.		Sem. Hrs.	
		I	II
En. 101-102	Freshman Composition	3	3
Mt. 111*-B.A. 112*	Fundamentals of College Mathematics— Mathematics of Finance.....	3	3
Course 101-102	Arts and Sciences Elective.....	3	3
Pl. 202	Metaphysics I.....		3
B.A. 105-Eco. 106	Behavioral Science I—Introduction to Economics ...	3	3
Acc. 105-106	Principles of Accounting.....	3	3
	Military Science.....		
		<u>15</u>	<u>18</u>

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose.....	3	3
Course 201-202	Arts and Sciences Elective.....	3	3
Pl. 301-302	The Philosophy of Human Nature—Ethics.....	3	3
B.A. 210-211	Statistics.....	3	3
Eco. 201-202	Economic Principles and Problems.....	3	3
Acc. 203-B.A. 202	Functional Accounting—Business Report Writing... 3	3	3
	Military Science.....		
		<u>18</u>	<u>18</u>

JUNIOR YEAR

Fn. 305-307	Money and Banking—Corporation Finance.....	3	3
Eco. 331 ¹ -Mk. 305	Labor Economics ¹ —Marketing Management I....	3	3
Eco. 321-325	Microeconomics—Business Cycles.....	3	3
Mg. 346-338	Administrative Practices—Human and Technical Factors in Business Management.....	3	3
Elective	Upper-division Professional Elective.....	3	
Electives ²	Philosophy Electives ²	3	3
Elective	Upper-division Arts and Sciences Elective ³		3
		<u>18</u>	<u>18</u>

SENIOR YEAR

School of Law Electives.....	9	12
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¹Mg. 341 may be substituted for Eco. 331.

²Philosophy electives need not be 300-level courses.

³300-level Theology course or MS 352 may be used as upper-division A and S elective.

*Students considering Graduate Studies in Business Administration or in Economics are strongly urged to take Mt. 125-257 or Mt. 257-258.



COMBINED PROGRAM IN BUSINESS AND MATHEMATICS

This program is for students who want a sound foundation for a career in business that utilizes the rapidly developing quantitative techniques used for managerial decisions. The demand for persons with this type of formal training is steadily increasing, permitting those who possess this training virtually unlimited opportunities.

Persons entering this program should have a high quantitative score on the College Entrance Examination.

BUSINESS AND MATHEMATICS CURRICULUM

FRESHMAN YEAR

Course No.		Sem. Hrs.	
		I	II
En. 101-102	Freshman Composition.....	3	3
Mt. 125-257 ¹	Unified College Algebra and Trigonometry— Analytic Geometry and Calculus I ¹	5	5
Course 101-102	Arts and Sciences Elective.....	3	3
B.A. 105-Eco. 106	Behavioral Science I—Introduction to Economics...	3	3
Acc. 105-106	Principles of Accounting.....	3	3
	Military Science.....		
		<u>17</u>	<u>17</u>

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose.....	3	3
Pl. 202-301	Metaphysics I—Philosophy of Human Nature.....	3	3
Mt. 259-260 ²	Analytic Geometry and Calculus II and III ²	3	3
Course 201-202	Arts and Sciences Elective.....	3	3
Eco. 201-202	Economic Principles and Problems.....	3	3
Acc. 203-B.A. 202	Functional Accounting—Business Report Writing...	3	3
	Military Science.....		
		<u>18</u>	<u>18</u>

JUNIOR YEAR

Pl. 302-Pl. Elec. ³	Ethics—Philosophy Elective ³	3	3
Fn. 305-307	Money and Banking—Corporation Finance.....	3	3
Eco. 331 ⁴ -Mk. 305	Labor Economics ⁴ —Marketing Management I.....	3	3
Eco. 321-325	Microeconomics—Business Cycles.....	3	3
Mt. 347-348	Elementary Mathematical Statistics.....	3	3
		<u>15</u>	<u>15</u>

SENIOR YEAR

Mg. 338-346	Human and Technical Factors in Business Management—Administrative Practices.....	3	3
B.A. 305-306	Legal Environment of Business.....	3	3
Mt. 361-362 ⁵	Advanced Calculus ⁵	3	3
Mt. 363 ⁵ -Pl. Elec. ³	Programming Mathematical Problems for Digital Computers—Philosophy Elective ³	3	3
Elective	Upper-division Professional Elective.....	3	
Elective ⁶	Upper-division Arts and Sciences Elective ⁶		3
		<u>15</u>	<u>15</u>

¹Exceptional students only, with sufficient background, may substitute Mt. 257-258, Analytic Geometry and Calculus I and II, for Mt. 125-257, Unified College Algebra and Trigonometry—Analytic Geometry and Calculus I.

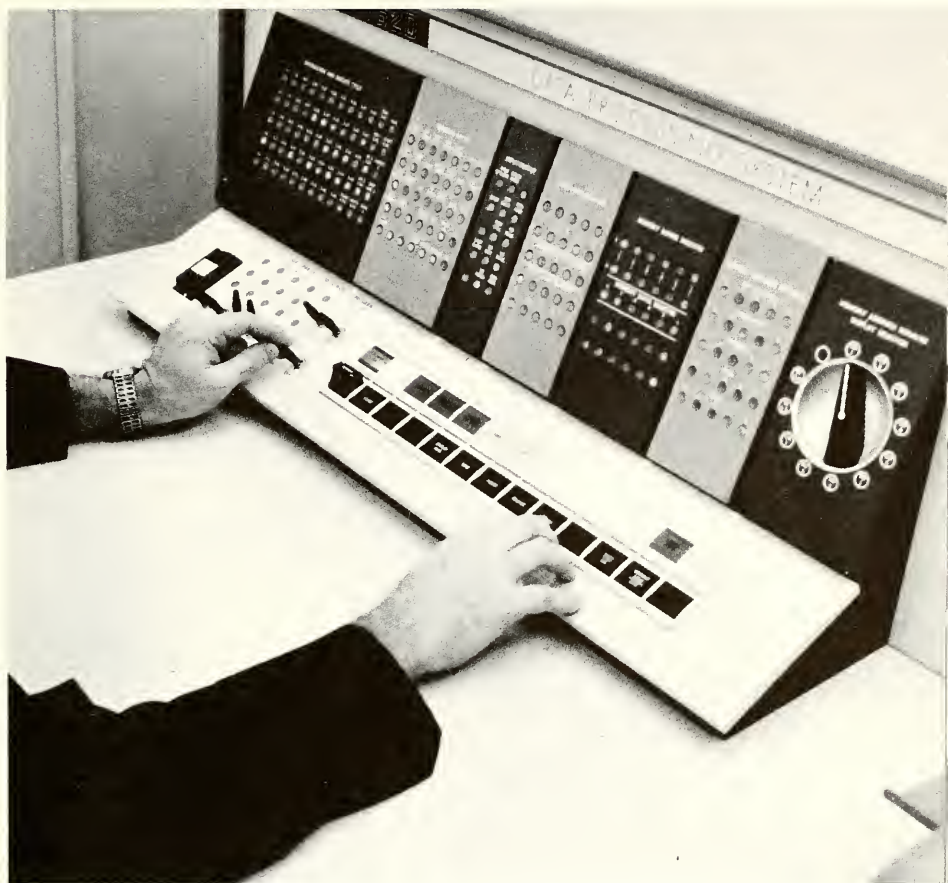
²Students who substitute Mt. 257-258 for Mt. 125-257 must substitute Mt. 260-352, Analytic Geometry and Calculus III—Ordinary Differential Equations, for Mt. 259-260.

³Philosophy electives need not be 300-level courses.

⁴Mg. 341 may be substituted for Eco. 331.

⁵Other mathematic upper-division courses may be substituted.

⁶300-level Theology courses and MS 352 may be used as upper-division A and S electives.



PROGRAM IN COMPUTER SCIENCE

With the increasing emphasis on automation in the modern business world it is quite evident that a combined knowledge of business techniques and computer science will enable a student to prepare for a career that has unlimited opportunities in the future. In order to fill the need for such a rising demand in this field, the combined program in Business and Computer Science is being offered to those students with a high quantitative ability.

Along with the general business course work in accounting, economics, management, and marketing, those entering this program will receive a strong background in mathematics and twenty-four hours in computer science oriented courses. This course-work will include classroom lectures and practical experience consisting of laboratory work in the Computer Center.

Loyola University offers to students in this program the use of its I.B.M. 1620 computer and other related machines, such as key punch, verifiers, sorters, etc. Also available throughout the four-year program will be field trips to study other types of computer centers used by the many diversified businesses in the New Orleans area.

COMPUTER SCIENCE CURRICULUM

FRESHMEN YEAR

Course No.		Sem. Hrs.	
		I	II
En. 101-102	Freshmen Composition	3	3
Mt. 125-257	Unified College Algebra and Trigonometry— Analytic Geometry and Calculus I	5	5
Course 101-102	Arts and Science Electives.....	3	3
B.A. 105-Eco. 106	Behavioral Science I-Introduction to Economics....	3	3
Acc. 105-106	Principles of Accounting	3	3
	Military Science	—	—
		17	17

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose.....	3	3
Pl. 202-301	Metaphysics I-Philosophy of Human Nature.....	3	3
Mt. 259-260 ¹	Analytic Geometry and Calculus II and III ¹	3	3
Cs. 201-202 ²	Basic Machine Operations ²	3	3
Eco. 201-202	Economic Principles and Problems.....	3	3
Acc. 203-B.A. 202	Functional Accounting-Business Report Writing....	3	3
	Military Science	—	—
		18	18

JUNIOR YEAR

Pl. 302-Pl. Elec. ³	Ethics—Philosophy Elective ³	3	3
Mt. 347 ¹ -348 ¹	Elementary Mathematical Statistics ¹	3	3
Cs. 301-302	Advanced Programming.....	3	3
Fn. 307*-Eco. 321*	Corporation Finance-Intermediate Microeconomic Analysis.....	3	3
Eco. 331 ⁵ -Mk. 305	Labor Economics ⁵ -Marketing Management.....	3	3
		15	15

SENIOR YEAR

Mg. 338-346	Human and Technical Factors in Business Management-Administrative Practices.....	3	3
B.A. 305-306	Legal Environment of Business.....	3	3
Cs. 347-348	Numerical Methods in Statistical Analysis.....	3	3
Cs. 351-352	Numerical Analysis.....	3	3
Pl. Elec. ³	Philosophy Elective ³	3	3
Electives ⁴	Upper-division Arts and Sciences Elective ⁴	—	3
		15	15

*Fn. 305 and Eco 325 waived for this degree program.

¹Mt. 260 prerequisite for Mt. 347-348.

²Cs. 201-202 replaces 200-level Arts and Sciences elective.

³Philosophy electives need not be 300-level courses.

⁴300-level Theology courses and Ms. 352 may be substituted.

⁵Mg. 341 may be substituted.



PROGRAM IN ECONOMICS

The prime purpose of the undergraduate program in Economics is to lay the groundwork for education in the field of economic theory and practice. While there are employment opportunities for the majors in economics with a bachelor's degree, the range of opportunities is much broader if the student possesses a doctoral degree or even a masters degree. With one or more advanced degrees the young economist qualifies for a large variety of splendid positions in teaching, finance, civil service, and industry. Those who follow this program are thus urged to give serious consideration to graduate study.

Recommended Elective Courses: Fn. 308, Eco. 313, Eco. 314, Fn. 316, Eco. 322, Eco. 326, Eco. 332 and selected Arts and Sciences Courses, especially Mt. 125-257.

ECONOMICS CURRICULUM

FRESHMAN YEAR

Course No.		Sem. Hrs.	
		I	II
En. 101-102	Freshman Composition	3	3
Mt. 111*-B.A. 112*	Fundamentals of College Mathematics— Mathematics of Finance	3	3
Course 101-102	Arts and Sciences Elective	3	3
B.A. 105-Eco. 106	Behavioral Science I—Introduction to Economics...	3	3
Acc. 105-106	Principles of Accounting	3	3
	Military Science		
		15	15

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose	3	3
Course 201-202	Arts and Sciences Elective	3	3
Pl. 202-301	Metaphysics I—Philosophy of Human Nature	3	3
B.A. 210-211	Statistics	3	3
Eco. 201-202	Economic Principles and Problems	3	3
Acc. 203-B.A. 202	Functional Accounting—Business Report Writing...	3	3
	Military Science		
		18	18

JUNIOR YEAR

Pl. 302-Elec. ¹	Ethics—Philosophy Elective ¹	3	3
Fn. 305-307	Money and Banking—Corporation Finance	3	3
Mk. 305-Eco. 331 ²	Marketing Management I—Labor Economics ²	3	3
Eco. 321-325	Microeconomics—Business Cycles	3	3
Electives	Upper-division Professional Electives	3	3
		15	15

SENIOR YEAR

B.A. 305-306	Legal Environment of Business	3	3
Mg. 338-Acc. 303	Human and Technical Factors in Business Management—Managerial Accounting	3	3
Mg. 346	Administrative Practices	3	3
Pl. Elec. ¹	Philosophy Elective ¹	3	3
Electives	Upper-division Professional Electives	3	3
Electives ³	Upper-division Arts and Sciences Electives	3	3
		15	15

¹Philosophy electives need not be 300-level courses.

²Mg. 341 may be substituted.

³300-level Theology courses and MS 352 may be used as upper-division A & S electives.

*Students considering Graduate Studies in Business Administration or in Economics are strongly urged to take Mt. 125-257 or Mt. 257-258.



PROGRAM IN FINANCE

Finance—whether in banking, business corporation, investments, government, or university (not to mention politics)—is a specialized field with many fascinating aspects. More and more people trained in this field are in demand each year.

The finance student who completes his studies with the baccalaureate degree will acquire an extensive knowledge of the many applications of finance in the business world.

The student who decides to continue his studies at the graduate level will find that the selection of courses offered through the Finance Program has formed a solid foundation for subsequent study.

Recommended Elective Courses: Fn. 308, Fn. 310, Fn. 316, Fn. 320, Fn. 321.

FINANCE CURRICULUM

FRESHMAN YEAR

Course No.		Sem.	Hrs.
		I	II
En. 101-102	Freshman Composition.....	3	3
Mt. 111*-B.A. 112*	Fundamentals of College Mathematics— Mathematics of Finance.....	3	3
Course 101-102	Arts and Sciences Elective.....	3	3
B.A. 105-Eco. 106	Behavioral Science I—Introduction to Economics... 3	3	3
Acc. 105-106	Principles of Accounting.....	3	3
	Military Science.....		
		15	15

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose.....	3	3
Course 201-202	Arts and Sciences Elective.....	3	3
Pl. 202-301	Metaphysics I—Philosophy of Human Nature.....	3	3
B.A. 210-211	Statistics.....	3	3
Eco. 201-202	Economic Principles and Problems.....	3	3
Acc. 203-B.A. 202	Functional Accounting—Business Report Writing... 3	3	3
	Military Science.....		
		18	18

JUNIOR YEAR

Pl. 302-Elec. ¹	Ethics—Philosophy Elective ¹	3	3
Fn. 305-307	Money and Banking—Corporation Finance.....	3	3
Mk. 305-Eco. 331 ²	Marketing Management I—Labor Economics ²	3	3
Eco. 321-325	Microeconomics—Business Cycles.....	3	3
Electives	Upper-division Professional Electives.....	3	3
		15	15

SENIOR YEAR

B.A. 305-306	Legal Environment of Business.....	3	3
Mg. 338-Acc. 303	Human and Technical Factors in Business Management—Managerial Accounting.....	3	3
Mg. 346	Administrative Practices.....		3
Pl. Elec. ¹	Philosophy Elective ¹	3	
Electives	Upper-division Professional Electives.....	3	3
Electives ³	Upper-division Arts and Sciences Electives ³	3	3
		15	15

¹Philosophy electives need not be 300-level courses.

²Mg. 341 may be substituted.

³300-level Theology courses and MS 352 may be used as upper-division A & S electives.

*Students considering Graduate Studies in Business Administration or in Economics are strongly urged to take Mt. 125-257 or Mt. 257-258.



PROGRAM IN GENERAL BUSINESS—MANAGEMENT

This program is recommended principally for students who want a broadly based preparation for business.

This program permits the student to select, with the advice and consent of his advisor, those electives which will afford him maximum readiness to engage in business activities directly, become a management trainee for a selected enterprise, or undertake graduate business study.

Careers in management are both satisfying and remunerative. The increasing complexity of the business segment of our economy requires even better qualified managers, as well as more of them.

If one elects to enter business activities directly, a general business management orientation provides optimum flexibility for the individual to adjust to the particular performance requirements demanded.

Additionally, many enterprises have instituted management training programs into which they recruit business school graduates. Broad training in business serves admirably to acclimate the trainee to the varying aspects of such programs.

Graduate study in business is mounting in scope and volume. Any undergraduate business study is excellent preparation. However, the breadth of such study facilitates the mastery of graduate courses.

Students pursuing this program should confer at length with advisors in order that the goals envisioned by the students may be realized as fully as possible through the selection of electives.

Recommended Courses: At discretion of Advisor.

GENERAL BUSINESS—MANAGEMENT CURRICULUM

FRESHMAN YEAR

Course No.		Sem. Hrs.	
		I	II
En. 101-102	Freshman Composition	3	3
Mt. 111*-B.A. 112*	Fundamentals of College Mathematics— Mathematics of Finance	3	3
Course 101-102	Arts and Sciences Elective	3	3
B.A. 105-Eco. 106	Behavioral Science I—Introduction to Economics ..	3	3
Acc. 105-106	Principles of Accounting	3	3
	Military Science		
		15	15

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose	3	3
Course 201-202	Arts and Sciences Elective	3	3
Pl. 202-301	Metaphysics I—Philosophy of Human Nature	3	3
B.A. 210-211	Statistics	3	3
Eco. 201-202	Economic Principles and Problems	3	3
Acc. 203-B.A. 202	Functional Accounting—Business Report Writing ..	3	3
	Military Science		
		18	18

JUNIOR YEAR

Pl. 302—Pl. Elec. ¹	Ethics—Philosophy Elective ¹	3	3
Fn. 305-307	Money and Banking—Corporation Finance	3	3
Mk. 305-Eco. 331 ²	Marketing Management I—Labor Economics ²	3	3
Eco. 321-325	Microeconomics—Business Cycles	3	3
Electives	Upper-division Professional Electives	3	3
		15	15

SENIOR YEAR

B.A. 305-306	Legal Environment of Business	3	3
Mg. 338-Acc.303	Human and Technical Factors in Business Management—Managerial Accounting	3	3
Mg. 346	Administrative Practices		3
Electives ³	Upper-division Arts and Sciences Electives ³	3	3
Electives	Upper-division Professional Electives	3	3
Pl. Elec. ¹	Philosophy Elective ¹	3	
		15	15

¹Philosophy electives need not be 300-level courses.

²Mg. 341 may be substituted.

³300-level Theology courses and MS 352 may be used as upper-division A & S electives.

*Students considering Graduate Studies in Business Administration or in Economics are strongly urged to take Mt. 125-257 or Mt. 257-258.



PROGRAM IN MARKETING

For years in the United States major emphasis was placed on production and little attention was devoted to the marketing phases of American economic life. Since 1914 such developments in technological improvements and increased productive capacity have occurred that problems of finding and stimulating market outlets for an endless quantity and variety of goods have arisen.

The challenge presented results in a new and vigorous emphasis on all aspects of marketing.

Today it is estimated that sixty per cent of the consumer's dollar goes to pay for marketing activities as compared with forty per cent to cover direct production costs and profits. Whether this estimate is exact or not, it is apparent that a realization of the importance of marketing in business affairs gives rise to a host of career possibilities for the student of business.

In private employment there are opportunities: in selling, advertising, survey and research work, wholesaling and retailing; as manufacturers agents; in related and associated fields such as transportation, insurance, radio, and banking.

In governmental employment there are career opportunities of many types, especially in the Departments of Commerce and Agriculture and in specialized Bureaus.

Recommended Courses: Mk. 306 or Mk. 331, Mk. 308, Mk. 310, and selected Arts and Sciences courses.

MARKETING CURRICULUM

FRESHMAN YEAR

Course No.		Sem. Hrs.	
		I	II
En. 101-102	Freshman Composition.....	3	3
Mt. 111*-B.A. 112*	Fundamentals of College Mathematics— Mathematics of Finance.....	3	3
Course 101-102	Arts and Sciences Elective.....	3	3
B.A. 105-Eco. 106	Behavioral Science I—Introduction to Economics...	3	3
Acc. 105-106	Principles of Accounting.....	3	3
	Military Science.....	—	—
		15	15

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose.....	3	3
Course 201-202	Arts and Sciences Elective.....	3	3
Pl. 202-301	Metaphysics I—Philosophy of Human Nature.....	3	3
B.A. 210-211	Statistics.....	3	3
Eco. 201-202	Economic Principles and Problems.....	3	3
Acc. 203-B.A. 202	Functional Accounting—Business Report Writing...	3	3
	Military Science.....	—	—
		18	18

JUNIOR YEAR

Pl. 302-Pl. Elec. ¹	Ethics—Philosophy Elective ¹	3	3
Fn. 305-307	Money and Banking—Corporation Finance.....	3	3
Mk. 305-Eco. 331 ²	Marketing Management I—Labor Economics ²	3	3
Eco. 321-325	Microeconomics—Business Cycles.....	3	3
Electives	Upper-division Professional Electives.....	3	3
		15	15

SENIOR YEAR

B.A. 305-306	Legal Environment of Business.....	3	3
Mg. 338-Acc. 303	Human and Technical Factors in Business Management—Managerial Accounting.....	3	3
Mg. 346	Administrative Practices.....	—	3
Elective ¹	Philosophy Elective ¹	3	—
Electives	Upper-division Professional Electives.....	3	3
Electives	Upper-division Arts and Sciences Electives ³	3	3
		15	15

¹Philosophy electives need not be 300-level courses.

²Mg. 341 may be substituted.

³300-level Theology courses and MS 352 may be used as upper-division A & S electives.

*Students considering Graduate Studies in Business Administration or in Economics are strongly urged to take Mt. 125-257 or Mt. 257-258.



PROGRAM IN TELEVISION-MANAGEMENT

The Television-Management Program is a highly specialized degree program directed toward the development of trained personnel for management of television operations. The program consists of a basic business curriculum; elective courses (normally chosen by the student) must be from the television field. The facilities of the university and its CBS-affiliated television station are used. Courses are taught by the regular business school faculty and by selected personnel of the local commercial and educational television stations in New Orleans. This requires students' working with professional broadcasters and directors as well as working at the university.

TELEVISION-MANAGEMENT CURRICULUM

FRESHMAN YEAR

En. 101-102	Freshman Composition.....	3	3
Mt. 111*-B.A. 112*	Fundamentals of College Mathematics— Mathematics of Finance.....	3	3
B.A. 105-Eco. 106	Behavioral Science I—Introduction to Economics...	3	3
Acc. 105-106	Principles of Accounting.....	3	3
TV. 111-112	Introduction to Television, Radio, and Film.....	3	3
Sh. 101-102	Fundamentals of Speech I and II.....	3	3
	Military Science.....	—	—
		18	18

SOPHOMORE YEAR

En. 201-202	A Survey of English Poetry and Prose.....	3	3
Pl. 202-301	Metaphysics I—Philosophy of Human Nature.....	3	3
Eco. 201-202	Economic Principles and Problems.....	3	3
TV. 221-222 ¹	Radio and Television Acting ¹ — Radio and Television Announcing ¹	3	3
B.A. 210-211	Statistics.....	3	3
	Military Science.....	—	—
		15	15

JUNIOR YEAR

Pl. 302-Pl. Elec. ²	Ethics—Philosophy Elective ²	3	3
Acc. 203-Mk. 305	Functional Accounting—Marketing Management I...	3	3
Eco. 321-325	Microeconomics—Business Cycles.....	3	3
TV. 313-314	Technical Aspects of Television Studio Operation— Television Studio Operation.....	3	3
TV. 315-316	Directing for Television—Producing for Television...	3	3
		15	15

SENIOR YEAR

B.A. 305-306	Legal Environment of Business.....	3	3
TV. 317-318	Programming—Television Studio Management.....	3	3
Fn. 305-307	Money and Banking—Corporation Finance.....	3	3
Mg. 339-Mk. 310	Marketing Research—Public Relations.....	3	3
Elective ²	Philosophy Elective ²	3	3
Elective ³	Upper-division Arts and Sciences Electives ³	—	3
		15	15

¹Replaces 200-level Arts and Sciences electives.

²Philosophy electives need not be 300-level courses.

³300-level Theology courses and MS 352 may be used as upper-division A & S electives.

*Students considering Graduate Studies in Business Administration or in Economics are strongly urged to take Mt. 125-257 or Mt. 257-258.



INTERNATIONAL STUDIES PROGRAM

SUMMER SESSION IN MEXICO CITY

Each year Loyola conducts a Language and Culture Center in Mexico City on the campus of Universidad Iberoamericana. A six-week session is offered featuring courses in Spanish as well as courses conducted in English in subjects pertaining to the history and culture of Mexico and Latin America. Courses are also offered in sociology, philosophy, mathematics, economics and other courses in Business Administration. In the summer of 1965 the Center enrolled 504 students.

Students live in Mexican homes selected by the Committee on Housing. Tours and excursions are taken to the San Juan Teotihuacan Pyramids, Puebla, Tula and Cuernavaca, as well as the National Museum of Anthropology, the National Historical Museum and other places of interest.

Total cost which includes round trip Jet from New Orleans to Mexico City and return, tuition, room and board, and the obligatory tours is \$430.

WESTERN EUROPEAN TOUR

The University also offers a two-month tour of Western Europe and Greece. Usually, fourteen countries are visited. Purpose of the program is to acquaint students with the cultural aspects of Europe. A faculty member is tour director.

LOYOLA IN ROME

Loyola University Rome Center for Humanistic Studies was inaugurated in February 1962. The Center is the undergraduate European branch of Loyola University of Chicago. Methods of instruction and academic standards are the same as those prevailing throughout the University. Men and women students of Loyola University in New Orleans who have completed one year or more with an average of C or better may request permission of their Dean to register at the Rome Center. Registrations are for one semester or one year, beginning in September or February.

The curriculum emphasis is on the Humanities. Courses are selected with a view to the cultural and historical importance of Rome and Western Europe. The courses vary each semester in departments of Art, Classics, Drama, Education, History, Language, Literature, Philosophy, Political Science, Psychology, and Theology. All classes are conducted in English. On the Rome Center faculty are professors from Loyola University of Chicago, and visiting professors from other American and European universities.

For further information on the programs listed above please write Rev. Bernard A. Tonnar, S.J., Director of International Studies, Loyola University, New Orleans, Louisiana.



THE GRADUATE DIVISION OF THE COLLEGE OF BUSINESS ADMINISTRATION

G. RALPH SMITH, Ph.D.—*Director*

PURPOSES

The Master in Business Administration program is addressed to the education of qualified students in order that they may assume increased responsibilities and may initiate well predicated research into business processes.

Graduates of the program will be prepared to direct and develop enterprises whose objectives and accomplishments are consonant with the ideals and increasing complexity of Western Culture.

It is intended also to prepare individuals to become teachers at colleges and universities whose curricula are designed to develop leaders with an appreciation of the functions and role of business in maintaining a free enterprise society.

The program is also of sufficient breadth and depth to provide a foundation for persons seeking more advanced degrees.

ADMISSION

Admission to the M.B.A. program is predicated upon these requirements. The candidate must possess a baccalaureate degree from a recognized institution, an undergraduate academic record of "B" or better, and personal qualifications of sound character and intellectual attainment.

Additionally, the candidate must achieve a satisfactory score on

either the Miller Analogies Test or the Admission Test for Graduate Study in Business.

Application forms may be secured from the Graduate School, Loyola University, New Orleans, Louisiana 70118. They must be accomplished in duplicate and returned directly to the Graduate School.

The applicant must request from the Registrar of each institution previously attended an official transcript *in duplicate* of all undergraduate, and where applicable, all graduate courses. These transcripts are to be sent directly to the Graduate School of Loyola University.

If the applicant graduated from Loyola University and attended no other college or university either before or after graduation, no additional transcripts are required.

The Graduate Studies Committee reviews the applicant's collegiate record, class standing, and evidences of serious intent and past accomplishments.

If its findings are favorable, the applicant is directed to either take the Miller Analogies Test or have the Educational Testing Service transmit to the Director of the Graduate Division his score on the Admission Test for Graduate Study in Business.

The Committee's findings noted above plus the score achieved on either test determine whether or not the applicant is admitted.

An applicant with less than a "B" average in undergraduate work who achieves a superior score on either of the qualifying examinations may be admitted provisionally at the discretion of the Graduate Studies Committee. Conditional admission for any other reason is also at the discretion of the Graduate Studies Committee.

RESIDENCE

Loyola University confers a degree only on those persons who have completed an entire academic year of satisfactory work under the guidance of the University. The student must take all his graduate courses at Loyola University.

In certain instances the Graduate Studies Committee may be petitioned to accept a maximum of six semester hours of graduate work satisfactorily accomplished at another recognized college or university. Acceptance of advanced standing will be determined exclusively by the Graduate Studies Committee.

The status as a full-time student is determined by the Director. It will reflect whether the candidate is registered in the core curriculum courses or courses open only to graduate students. Regardless of the type of course enrollment all candidates are considered as graduate students.

Part-time students will ordinarily be limited to a maximum of six graduate hours during any one semester. Part-time candidates completing core requirements may exceed this semester hour limitation with the approval of the Director.

ATTENDANCE

If the professor of any graduate level course believes a candidate's record of attendance is such as to jeopardize the satisfactory completion of the course, the Director will notify the candidate in writing of this professorial belief.

Continued unexplained, unsatisfactory attendance will cause the Graduate Studies Committee to review the candidate's standing in the program.

LIMIT OF TIME

Requirements for the degree must be met within four years from the date the candidate first registers for a course numbered 500 or over. If circumstances preclude accomplishment of the requirements within the prescribed period, the candidate may petition the Grad-

uate Studies Committee for permission to continue his work. No more than two petitions will be accepted.

CURRICULUM

The curriculum is designed to provide for possessors of baccalaureate degrees in business and in arts, sciences, and engineering.

Candidates holding degrees in business usually may enter directly into a thirty hour program of graduate work.

All other candidates are required to complete up to thirty hours of study in economics, accounting, finance, statistics, business law, marketing, and management. These courses constitute the core curriculum.

Appropriate credit will be granted for satisfactory work in these areas taken by candidates in any recognized baccalaureate degree program.

All candidates during the final thirty hours of work are required to complete twelve semester hours of the following courses:

B.A. 500 Elements of Behavioral Sciences

Eco. 500 National Income and Employment Analysis

Eco. 501 Studies in Business Cycle Theories

Mg. 502 Managerial Economics

The remaining eighteen hours may be selected from the courses which will provide professional competence in the area of a student's major interest. The functional fields are in accounting, economics, management, and marketing. Each candidate will select courses from no less than two of the functional fields. Candidates may also select courses from those in the Business Administration series numbered 500 or above.

The requisite number of course hours in the selected functional fields with any other electives is determined by the student only with the advice and consent of his advisor. No other program determination is acceptable.

COURSE REQUIREMENTS

The candidate must achieve a "B" (3.0) average by the end of twelve semester hours of graduate level courses. This average must be maintained during the remainder of the program.

The Director will withdraw the candidacy of any student who has not achieved a "B" (3.0) average at the conclusion of the first twelve hours of graduate level courses. Additionally, any candidate whose average at the conclusion of the first six hours of graduate level courses indicates a satisfactory average cannot be achieved by the twelve hour limit will be denied further registration in the program.

Candidates completing core requirements preparing for entrance into graduate courses must meet the academic standards of the College of Business Administration. Courses numbered 500 or over are reserved exclusively for graduate students.

COMPREHENSIVE EXAMINATION

A comprehensive written examination covering the required and selected functional fields shall be passed by the candidate at the conclusion of the course work. Comprehensive examinations are scheduled regularly in May, July and December.

A candidate who is registered, at the time the examination is scheduled, for *no more* than his final six hours of course work may request permission to take the examination at one of the above times. Permission to take the examination at times other than those regularly scheduled must be sought through a petition submitted to the Graduate Studies Committee. The acceptance of the petition is reserved to this Committee solely. An oral examination

may be required also at the discretion of the Graduate Studies Committee.

Application for this examination is to be filed with the Director within four weeks after the beginning of the semester in which the degree is sought.

If the degree is deferred pending another examination, an interval of one semester, not including a summer session, must elapse before another comprehensive examination may be taken.

The second examination for the Master's degree is final. A petition for a third examination will not be entertained.

TUITION AND FEES

Tuition for both full- and part-time students enrolled in courses numbered 500 or over is \$80.00 per three credit hour course. Tuition for a full-time candidate completing the core curriculum requirements is computed at the rate of \$25.00 per credit hour. This tuition applies to the 400 series courses also. They are considered part of the core curriculum.

Tuition for a part-time candidate completing core curriculum requirements is \$25.00 per credit hour in the College of Business Administration and \$18.00 per credit hour in the Evening Division.

A matriculation fee of \$5.00 is charged the first time a candidate is enrolled unless he has previously enrolled in a degree program of any school or division of Loyola University.

A registration fee of \$5.00 and a library fee of \$5.00 are charged each semester the candidate is enrolled.

A non-refundable application fee of \$5.00 payable to Loyola University must accompany an application for admission to the program.

PETITIONS

All student communications to the Graduate Studies Committee should be prepared in consultation with the Director, on the appropriate petition form available from his office.

The petition should be used for seeking the waiver of any requirement of the Graduate Program or requesting review by the Graduate Studies Committee of any action taken by it relative to the petitioner.

GRADES

The grading scale used is A, B, C, F (failure), I (incomplete), and W (withdrawn). Grade point averages are computed on a four point scale: A=4 points; B=3 points; C=2 points.

Students who for valid and pertinent reasons cannot meet all the requirements for the satisfactory completion of a course during its scheduled period of instruction must arrange with the instructor to receive a grade of incomplete (I) for the course. Failure to make this arrangement will result in a grade of failure (F) for the course.

Grades of incomplete which are not removed within one year from the date on which the course began are automatically converted to failure (F) on the student's record.

Official grade reports are issued by the Registrar of the University. Official transcripts of courses and credits may be obtained from the Registrar. One transcript is provided to the student at no cost. Each additional copy costs \$2.00, except that if more than five are requested at any one time the charge for the third and subsequent copies is \$0.50 each.

CLASS MEETINGS

Classes in the 400 and 500 series meet for one session of two and one half hours duration each week. The instructor has the privilege of lengthening this period if he deems it necessary. Additional sessions may be required at his discretion.

Classes numbered 300 or lower meet as prescribed by the Dean of the College of Business Administration or the Director of the Evening Division.

AUDITING OF COURSES

Any person desiring to audit a graduate level course is charged the regular tuition. Permission must be secured from the Director.

Persons desiring to audit a core curriculum course are charged on the same basis as part-time students of the College of Business Administration. Permission of the Dean of the College of Business Administration is required.

WITHDRAWAL

A candidate wishing to withdraw must comply with the procedures as established by the College of Business Administration.

Withdrawal is initiated with the Director. Tuition refunds are at the discretion of the Treasurer of Loyola University. No refunds will be granted after the first three weeks of the semester have passed.

MONTHLY PUBLICATION

Social Digest, a monthly magazine published by the Graduate Division of the College of Business Administration, prints original studies in economics and sociology and condensations of important speeches, books and magazine articles dealing with modern socio-economic thought. The magazine is edited by Dr. Hubert F. Schiffer, S.J., assoc. professor of economics, and has an average monthly circulation of 6,900. The subscription price is \$3.00 a year (320 pages).

DEPARTMENTS OF INSTRUCTION

The courses of instruction in all departments of the College of Business Administration are numbered in accordance with the following plan:

Lower division courses, numbered from 100 to 299, are, in general, introductory, and basic.

Upper division courses, numbered from 300 to 399, are meant for juniors and seniors and usually require the lower division prerequisite courses.

Graduate courses are numbered in the 500 series and may be taken only with the specific permission of the Director of the Graduate Division.

The college credit allowed for a course is stated in terms of semester hours.

The following is a list of the key letters used to indicate the different courses of instruction:

ACCOUNTING.....Acc	MANAGEMENT.....Mg
BIOLOGY.....Bl	MARKETING.....Mk
BUSINESS	MATHEMATICS.....Mt
ADMINISTRATION....BA	MEDICAL
BUSINESS SCIENCES....BS	TECHNOLOGY.....Md
BUSINESS LAW.....BL	MILITARY SCIENCE....MS
CHEMISTRY.....Ch	PHILOSOPHY.....Pl
COMPUTOR SCIENCE....Cs	PHYSICAL
ECONOMICS.....Eco	EDUCATION.....Ped
EDUCATION.....Ed	PHYSICS.....Ph
ENGLISH.....En	POLITICAL SCIENCE...Psc
FRENCH.....Fr	PSYCHOLOGY.....Psy
GERMAN.....Gr	RUSSIAN.....Rs
GREEK.....Gk	SOCIOLOGY.....Sl
HISTORY.....Hs	SPANISH.....Sp
JOURNALISM.....Jr	SPEECH.....Sh
LATIN.....Lt	THEOLOGY.....Th
LIBRARY SCIENCE.....LS	TELEVISION.....TV

COURSE DESCRIPTIONS



Undergraduate Courses

Summer School offerings for the College of Business Administration are included in a separate bulletin published every April. Some elective courses listed are offered only in summer sessions.

ACCOUNTING COURSES

Acc. 103—Introduction to Data Processing

A survey course with limited laboratory work to introduce the business administration student to the function and systems of the electronic computer. Major emphasis is placed on the programming of simple accounting problems so that the computer can be used to perform the routine elements of bookkeeping. Machine language, SPS language, and Fortran language will be discussed and used in the laboratory sessions. 3 sem. hrs.

Acc. 105-106—Principles of Accounting

A basic course in accounting designed to familiarize all students registered in the College of Business Administration with the fundamental accounting principles and practices and with a background to business through accounting. Emphasis is placed on the modern concepts of "how" accounting is used in the business world plus an introduction of cost and managerial accounting. Laboratory drills will be devoted to problem solving. Practice sets are optional. 6 sem. hrs.

Acc. 203—Functional Accounting

This is a one semester terminal course designed especially for business administration students who have selected a field of business administration other than the program in accounting. As a further preparation for his business career, using the fundamentals of accounting, the student is shown its application in the general fields of business. Analysis and interpretation of financial statements and budgeting are but a few of the concepts that will be studied. Prerequisite: Acc. 105-106 or its equivalent. 3 sem. hrs.

Acc. 205-206—Intermediate Accounting

This course is designed to develop an understanding of modern accounting standards and concepts, acceptable form and techniques in the preparation of accounting statements. Detailed accounts are considered in both financial and income-determination statements. Special problems in corporate accounting, statement analysis, use of funds and cash flow are considered. Prerequisite: Acc. 105-106 or its equivalent. 6 sem. hrs.

Acc. 303—Managerial Accounting

A course designed to familiarize the student with the use of accounting data as a management decision making tool. It embraces a study of accounting statements and ratios as pertaining to an analysis of situations which the student will encounter in the management of a firm. This course is required of all non-accounting majors. (Formerly Accounting 355.) Prerequisite: Acc. 203 or its equivalent. 3 sem. hrs.

Acc. 305-306—Advanced Accounting

Principles and problems of advanced accounting relating to partnerships (including liquidation by installments), joint ventures, home-office and branch accounting, consolidated financial statements, corporate mergers and capital readjustments, foreign exchange, receiverships, fiduciary and fund accounting are covered. Prerequisite: Acc. 205-206 or its equivalent. 6 sem. hrs.

Acc. 314—Federal Income Tax Accounting

This course introduces the student to the complexities of the Internal Revenue Code and related court decisions pertaining especially to the tax requirements of individuals. The mechanics of preparing various types of federal income tax returns are covered. Tax planning and research methods are introduced. Prerequisite: Acc. 105-106 or its equivalent. 3 sem. hrs.

Acc. 317—Cost Accounting

A course primarily designed to emphasize the managerial use of the principles and concepts of production cost control under job-order, process and standard cost systems, flexible budgets, joint products and by-products. It embraces adequate procedural material and thought-provoking cost accounting problems including material-labor-factory overhead costs, inventory valuation and measurement of income. Prerequisite: Acc. 205-206 or its equivalent. 3 sem. hrs.

Acc. 318—Controllership Accounting

An elective course designed for the accounting program emphasizing accounting in industry. The case method approach will be used in solving practical business situations confronting an accountant in a business organization. The collection, marshal-

ing, and interpretation of quantitative information, analysis of statements, problems arising from price level changes, and preparation of reports to be used by top management is intended to give the student maximum opportunity for independent thinking. Prerequisite: Acc. 205-206 or its equivalent. 3 sem. hrs.

Acc. 319—Municipal and Governmental Accounting.

An elective course designed for study of budgetary control, systems, theory, and application of principles of fund accounting and reporting as applied to municipalities, other governmental units and institutions such as schools and hospitals. Emphasis is placed upon the accounts of municipalities and institutions, classification and use of funds, financial statements and reports. Prerequisite: Acc. 205-206 or its equivalent. 3 sem. hrs.

Acc. 323—Auditing Principles and Problems

This course acquaints the student with the procedures of conducting a general audit. The "how" and "why" of an audit program are developed in the light of current auditing standards. Emphasis is also placed upon ethics and responsibilities of the independent Certified Public Accountant in conducting an audit and upon the role and importance of internal control. The student is required to prepare a complete set of audit working papers and the statements that normally result from a general audit. Readings in current accounting and financial periodicals are required. Prerequisite: Acc. 205-206 or its equivalent. 3 sem. hrs.

Business Administration Courses

B.A. 105—Behavioral Science I.

The basic concepts of sociology as they apply to institutional, group, and interpersonal relations in business and industry: status, role, institution, formal and informal organization, bureaucracy, stratification, community. 3 sem. hrs.

B.A. 106—Behavioral Science II

History of psychology: its basic principles, including experimental, learning, intelligence, clinical, tests and measurements. 3 sem. hrs.

B.A. 112—Mathematics of Finance

A course designed to provide a student with the basic use of mathematical principles and their application in business. It is primarily intended to focus attention toward solutions of problems confronting businessmen. Emphasis is placed on: ratio, proportion, and percentage; methods of solving simple and compound interest problems; discounts; series and binomial theorem; introduction to functional notation; construction and analysis of graphs; annuities; amortization; and introduction to statistics. 3 sem. hrs.

B.A. 202—Business Report Writing

Designed to aid the student in writing effective business reports, from inter-office memos to formal, printed reports. The emphasis is more on techniques than technicalities. Students are expected to be able to use correct grammar, spelling, and punctuation. 3 sem. hrs.

B.A. 210-211—Statistics

Collection, analysis and presentation of statistical data; principles of sampling; measures of reliability for testing and estimation problems; index numbers; time series analysis; business barometers and forecasting; the use of the normal curve. The application of calculus to business problems is included. Prerequisite: Six semester hours of College Mathematics. 6 sem. hrs.

B.A. 305-306—Legal Environment of Business

Employing an entirely different approach to the subject matter from that found in the typical Business Law course, this series of courses is a comprehensive and general analysis of the relation of law to business. It is designed to bring the student to a realization that the business community operates within the framework of the legal system. As background material, the course emphasizes the role of law in our society; the recognition and protection of private property; and examines the contract concept as a basic source of rights and obligations. The relation of government to business in its regulatory role as well as the evolution of social values as crystallized into legal programs, such as Workmen's Compensation Statutes, Unemployment Compensation and Mechanic's Liens are essential features of this study. Prerequisite: Eco. 201-202. 6 sem. hrs.

B.A. 340—Principles of Insurance

A course designed to acquaint the student with the basic principles of general insurance and a survey of the various types of insurance such as casualty, fire, life, health, accident, marine, etc. Prerequisite: Eco. 201-202. 3 sem. hrs.

B.A. 341—Fundamentals of Real Estate

A study of the basic fundamentals of real estate as a practical tool and as an introduction to actual job experience. Covers such topics as appraisals, management, land utilization, listings, real estate finance and home building. Prerequisite: Eco. 201-202. 3 sem. hrs.

B.A. 400—Statistics

The course concentrates on statistical methods with particular reference to their application in business. Sources and collection of data and sampling procedures are studied. Included also are statistical measures and tests for validity and reliability, the construction and use of index numbers, problems of time series, regressions and correlations. This course is open to seniors and to graduate students who have not had undergraduate work in this area. It cannot be substituted for any course numbered 500 or over. 3 sem. hrs.

B.A. 402—Financing of Business Enterprises

The functions of money and the nature of the monetary and banking systems of the United States are reviewed. The financing and concomitant requirements for organizing and establishing business enterprises are studied. The financial policies of corporations are emphasized. 3 sem. hrs.

B.A. 404—Mathematics Applied to Business and Economics

This course treats a wide variety of examples of modern mathematics used in solving business problems and formulating economic theory. 3 sem. hrs.

Business Law Courses

B.L. 305-306—Business Law

Application of law to business transactions; fundamental ideas of law in general; business forms; contracts; agency; negotiable instruments; banking law; sales, personal property; partnerships and corporations; mortgages; real property; insurance; suretyship; and bankruptcy. Prerequisite: Eco. 201-202. 6 sem. hrs.

Business Science Courses

B.S. 105-106—Techniques of Typewriting

A course in the fundamentals of typewriting designed to guide the students in attaining mastery of the keyboard and proficiency in the operation of electric and manual typewriters. 4 sem. hrs.

B.S. 201-202—Techniques of Shorthand

A study of the principles of Gregg Shorthand designed to aid the student in developing skill in reading, writing, and transcribing shorthand. Typewritten transcription is introduced in the second semester. (Formerly B.S. 103-104) 6 sem. hrs.

B.S. 205—Advanced Typewriting

A comprehensive review of all techniques and principles co-ordinated with extensive application of actual office problems designed to aid the student to develop superior ability in typewriting. 2 sem. hrs.

B.S. 309-310—Advanced Shorthand

Dictation and transcription of familiar and unfamiliar material designed to further the development of skill in transcribing from shorthand notes. Principles of Gregg Shorthand are continued with drills in vocabulary, phrasing, abbreviations, special terminology, and speed-building techniques. Prerequisites: B.S. 201-202. (Formerly B.S. 203-204) 6 sem. hrs.

B.S. 311—Business Communications

A study of the principles of business communications with emphasis on structure and content of different types of written communications. Prerequisite: En. 101-102. (Formerly B.S. 307) 3 sem. hrs.

B.S. 315-316—Secretarial Procedures

Instruction in the processing of mail, handling of appointments, ordering supplies, recording minutes of meetings, organizing and maintaining filing systems, operating basic business machines, banking, insurance, employee and payroll records, travel facilities, ordering and maintaining equipment, and communication services. Included in the course are career objectives, analysis of secretarial manuals and secretarial organizations, secretarial traits, and specific exercises in preparing letters of application, personal brochures, and scheduling interviews. Prerequisites: Senior standing—B.S. 309-310. (Formerly B.S. 305-306) 6 sem. hrs.

Economics Courses

I. ECONOMIC THEORY, ECONOMIC PROBLEMS, ECONOMIC POLICIES

Eco. 106—Introduction to Economics

This is the first course in the study of Economics. It is a preliminary excursion into the field of standard economic theory. It emphasizes the broad, historical aspects in the evolution of our economic system, taught from the liberal arts and social sciences viewpoint. It seeks values beyond those of professional training for business. In acquiring familiarity with the tools of the economist, the student is introduced in a small way to the microeconomic and macroeconomic approaches. Consideration is also given to dissenting economic theories, both at home and abroad. Eco. 106 is a prerequisite course for Eco. 201-202, but it may be used as a terminal course for non-business majors. If this group desires more economic study they may schedule either Eco. 201 or Eco. 202 or both as a follow up. 2 sem. hrs.

Eco. 201—Principles of Economics

This course and its companion (Eco. 202) provide the gateway to all advanced courses in economics. Macroeconomics: the emphasis is on the level of economic activity. A survey of the roles of business, government, labor and the consumer in the economy, the principles of national income accounting, income and employment theory, monetary institutions and theory, cyclical fluctuations, monetary and fiscal policy. Prerequisite: Eco. 106

Eco. 202—Principles of Economics

Microeconomics: the emphasis is on the composition of economic activity. Elementary theory of pricing and distribution of income under the alternative market situations of competition, monopoly, oligopoly, monopolistic competition. Also included are a simplified theory of international trade, the problems of national economic development, and a survey of alternative economic systems. Prerequisite: Eco. 106

Eco. 321—Intermediate Microeconomic Analysis

A comprehensive and intensive course in microeconomic analysis which covers the scope and methodology of economics, the theory of consumer demand, price determination, production in the firm and industry, and factor price determination. Special emphasis is placed upon applications of these principles to managerial decision making and to current problems. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 322—Intermediate Macroeconomic Analysis

An intensive and comprehensive study of aggregative economic analysis which covers the measurement of aggregative economic activity and the theory of income and employment. Special attention is given to the role of aggregate consumption, savings, investment, and government in determining the level of income and employment. Other topics considered are foreign trade and finance, money and interest, the price level, and growth and stability in economic activity. Emphasis is placed upon the application of principles to current economic problems. Prerequisite Eco. 201-202. 3 sem. hrs.

Eco. 325—Business Cycles

Business cycle theory studies the performance of the economy as a whole, and the interrelations between the various sectors of the economy. Many business cycle theories have been developed, and they will be studied in historical perspective as well as with respect to their applicability today. National income analysis forms part of this study. Analysis of past business cycles will round out the subject matter of this course. Together with the intensive study of national income accounting and analysis in Eco. 322, the course work in Eco. 325 will prepare the interested student for serious graduate work in aggregate economics. Prerequisites: B.A. 210-211, Eco. 106, 201, 202. 3 sem. hrs.

Eco. 326—History of Economic Thought

A selective inquiry into the development of economic thought from the Mercantilists to contemporary economic theorists. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 330—Preface to Econometrics

Econometrics is a tool now widely used in economic research by government as well as business. This course is designed to give the student a basic understanding of the way econometrics deals with economic problems. Prerequisites: B.A. 210-211, Eco. 325. 3 sem. hrs.

Eco. 331—Labor Economics

A course combining a survey of the institutional and legal environment conditioning the conduct of industrial relations in the American economy with an application of economic analysis to the main issues of the labor market. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 332—Government and Business

A survey and assessment of the increasing and varied participation of government in the American economy. Attention is also given to the legal and socio-philosophical foundation of governmental participation in the economic process. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 333—Comparative Economic Systems

A study of the theoretical foundation and practical functioning of differentiated economic systems. Attention is also given to the doctrine of the Papal encyclicals on the fundamentals of economic organization. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 334—Economic Research

In this course, students will be required to choose a topic, to do research on it, and to produce a paper. At regular meetings, progress reports will be made, students will discuss these reports, will make suggestions to each other, and listen to suggestions by the Professor. A limited number of students will be admitted. Prerequisites: Eco. 325, Eco. 308. 3 sem. hrs.

II. ECONOMIC HISTORY

Eco. 313—Economic History of Europe

The basic forms of the modern free-enterprise economy were developed in Europe, and transplanted to America where they were modified and developed further. Thus, the American form of the modern economy can be fully understood only against the background of its origins in Europe. (Formerly Eco. 103) 3 sem. hrs.

Eco. 314—Economic History of United States

A survey of the outstanding developments since the Colonial days in agriculture, banking, transportation, labor and population, foreign trade and tariffs, and marketing. (Formerly Eco. 104) 3 sem. hrs.

Eco. 391—Economic Development in Historical Perspective

The history of economic development in modern times and various theories of economic development form the core of studies in this course. An attempt will then be made to assess the development possibilities of presently under-developed areas in the light of insights gained by the core studies. This course is also listed as Hs. 391. 3 sem. hrs.

III. INTERNATIONAL ECONOMICS

Eco. 301—International Economics

This course covers the theory of foreign trade, tariff theory, and international investment problems. Special attention is given to the history of trade, the economic bases for trade, balance-of-payment and foreign exchange problems. Prerequisite: Eco. 201-202. 3 sem. hrs.

Eco. 303—Latin American Economics and Trade

A survey of the outstanding economic and social developments in Central and South America. Much of the course is concerned with the Latin-American countries as sources of imports and as export markets, and major emphasis is placed on the Latin American area as an outlet for United States investment. Prerequisites: Eco. 201-202, Eco. 301. 3 sem. hrs.

Eco. 309—World Trade Markets

A survey of the present-day trade with selected regions of the world. Emphasis on the major imports and exports of Europe, Asia, Africa and Oceania; trade channels to and from the United States, especially the Mississippi Valley; trading methods and policies; commercial treaties; current exchange and commercial restrictions; foreign credit conditions and information; potentialities of trade among the regions. This course contemplates a study of general economic conditions and emphasizes methods of assembling and interpreting data on foreign markets. Prerequisite: Mk. 305. (Formerly, Mk. 301). 3 sem. hrs.

Finance Courses

Fn. 305—Money and Banking

An introductory survey of the monetary and banking system of the United States designed to provide essential background for advanced work in business administration. The main topics covered are the elements of money, banking, Federal Reserve System monetary and fiscal theory, and international developments in money and banking. Prerequisites: Eco. 201-202. 3 sem. hrs.

Fn. 307—Corporation Finance

Methods, policy, institutions involved in financing the business corporation; financial analysis of corporations. Emphasis is on the formulation and implementation of long-term corporate financial policies and the modification of these policies to meet changing conditions. Prerequisites: Eco. 201-202, Acc. 203 or its equivalent. 3 sem. hrs.

Fn. 308—Public Finance

Principles, policies, and problems of public expenditure. Public borrowing, debts, and financial administration. Special attention is given to present-day problems. Prerequisites: Fn. 305 or 307. 3 sem. hrs.

Fn. 310—Financial Institutions

A study of the operations, sources, and uses of funds of saving and loan institutions, insurance companies, pension funds, trusts, and other financial intermediaries and the impact of this rapidly growing area of finance on the economy. Prerequisites: Fn. 305 or 307. 3 sem. hrs.

Fn. 316—Investments

Principles of sound investment securities; markets for security issues; sources of financial information; interpretation of financial news and corporation data and reports; investment programs for individual and institutional investors; estate planning; regulation of investment markets; the Securities and Exchange Commission. Prerequisites: Fn. 305 or 307. 3 sem. hrs.

Fn. 320—Monetary and Fiscal Policy

The problems and limitations of monetary policy; its relation to fiscal policy; the relation of both to national income, business cycles, stabilization, and long-term inflation, economic growth, and the balance of payments. Prerequisites: Fn. 305 or 307. 3 sem. hrs.

Fn. 321—Contemporary Problems in Finance: Domestic and International

Problems of monetary and fiscal policy in the current phase of the business cycle; the present position of the dollar; the current balance of international payments; problems of international liquidity; other problems as they appear during the period of the course. Prerequisites: Fn. 305 or 307. 3 sem. hrs.

Management Courses

Mg. 338—Human and Technical Factors in Business Management

The purpose of this course is to acquaint the student with the principles, practices and problems of management in the business enterprise. The technical, economic, political, social and personal relationships, which constitute the total structure of the firm, are analyzed from the viewpoints of the social and behavioral sciences. Particular attention is given to the human problems arising from the growth of the giant, "assembly-line" enterprise. Prerequisite: Eco. 201-202. 3 sem. hrs.

Mg. 339—Public Relations

This course is designed to acquaint the student with the need for continuous communications between the management of a company and the various internal and external publics whose opinions are significant to the attainment of the company's objectives. Emphasis is placed on public relations as a responsibility and as a function of management. This is not a technical course in publicity or in techniques of public relations efforts. 3 sem. hrs.

Mg. 341—Collective Bargaining

Principles and Cases. The development of a national labor policy and its influences; an understanding of the background and techniques of collective bargaining imperative for students preparing for positions of leadership in the business world. Prerequisite: Eco. 201-202. 3 sem. hrs.

Mg. 346—Administrative Practices

This course is designed to coordinate all of the courses of the business program, giving the student the opportunity to solve a series of business problems from the viewpoint of top management. The student will develop overall policies, translate these into administrative and operating rules and regulations, and then see that these are carried out through the lowest levels of management. The objective of the course will be the development of skills in implementing these plans and programs of action through people. Particular attention will be given to recognizing key problems developing solutions and alternative solutions to these problems, and undertaking the plan of action, with due consideration for the personalities and nature of the individuals and groups through which the required action must be carried out. 3 sem. hrs.

Mg. 350—Administrative Policies and Decision Making

This course presents the general problems and external and internal factors which stimulate top management to modify company policies. It explores the fundamental aspects of leadership in social organizations and the tools which are available for the use of the executive. Finally, it attempts to develop patterns of behavior, and reasoning which enables the student of administration to face change while assuming a reasonable degree of stability in his social grouping. Prerequisites: B.A. 210-211, Mg. 346. 3 sem. hrs.

Mg. 376—Public Relations for Smaller Businesses

A course in management designed specifically to assist people interested in smaller businesses. Efforts are made to develop techniques and principles for improving communications between the smaller firm and its various internal and external publics. For greatest benefits, the course should not be taken by students below the junior level. Exceptions may be made after interviews with the instructor. Practical communications techniques include still and motion picture photography and projection, and report writing.

Note: A field trip fee of \$50 is charged for this course. Equipment and supplies purchased are given to the students on completion of the course. Unspent funds are refunded.

Mg. 378—Functional Analysis of the Firm

A course in management designed to demonstrate functional organization and to measure the relative effectiveness of the various functions. A great portion of the course work consists of practical field problems in the area of descriptive analysis. For greatest benefits, the course should not be taken by students below the junior level. Exceptions may be made after interviews with the instructor. Practical communications techniques include still and motion picture photography and projection, and report writing.

Note: A field trip fee of \$50 is charged for this course. Equipment and supplies purchased are given to the students on completion of the course. Unspent funds are refunded.

Marketing Courses

Mk. 305—Marketing Management I

This course serves to acquaint the student with the nature and scope of marketing management and is a prerequisite for all other marketing courses. It surveys the areas in which decisions must be made in developing and implementing marketing programs at all levels of distribution with particular emphasis on the producer level. A written report covering the development of a marketing program for a product is required of all students. Formerly, Mk. 301. Prerequisites: Eco. 201-202, B.A. 210-211. 3 sem. hrs.

Mk. 306—Marketing Management II

Presents an analytic approach to marketing problems. The management point of view predominates with emphasis on decision making. Recent developments in the behavioral sciences (mainly economics, psychology, and sociology) are considered. Factors affecting marketing decisions are discussed and evaluated. The actual areas for decision-product, marketing channels, price, promotion, and location are investigated. Case problems are included to give the student competence in determining problems, alternative solutions, and the most effective action to be taken. Prerequisite: Mk. 305. 3 sem. hrs.

Mk. 308—Advertising

Fundamentals of advertising; layouts and writing of copy; advertising agencies and media; psychology in advertising; assigned problems and demonstrations. Prerequisite: Mk. 305. 3 sem. hrs.

Mk. 310—Marketing Research

Analyze business problems and basic research design. Basic methods of collecting data are discussed. Problems are formulated, sources of information determined, data collection forms prepared, samples designed, information collected, tabulated and analyzed and the research report prepared. Cases as well as actual problems are used. The application of marketing research to motivation, product, advertising, and sales control research is discussed. Prerequisites: B.A. 210-211; Mk. 305. 3 sem. hrs.

Mk. 320—Retailing

A study of methods currently preferred by leading types of retailers in planning and managing their activities. Prerequisite: Mk. 305. 3 sem. hrs.

Mk. 331—Theory in Marketing

Marketing institutions and practices are analyzed in terms of the entire economy rather than with individual firms. The relationship between economic theory and marketing and the improvement of the analytical processes and tools of marketing constitute elements of the course. The changing composition and concentration of population, changing income levels and patterns of purchasing, effect of governmental regulation, and the maintenance of competition are included also. Prerequisite: Mk. 305. 3 sem. hrs.

Mk. 360—Marketing Psychology

The purpose of this course is to introduce the student to the principles, practices, and problems of marketing psychology. The primary emphasis will be in acquainting the student of marketing with the place of industrial psychology in the modern marketing scene. Such topics as human relations in industry, human engineering, psychological motivation, and industrial psychological testing will be analyzed and discussed. Prerequisite: Mk. 305. 3 sem. hrs.

Mk. 361—Advertising Psychology

The purpose of this course is to give the student: (a) A broad perspective and penetrating understanding of advertising—its functions in our way of life, its role in business, how it works, how it is produced, its challenges, and the opportunities it offers for creative expression, and (b) To demonstrate how psychological principles and research have contributed to improvements in advertising techniques. Prerequisite: Mk. 305. 3 sem. hrs.

Mk. 376—Market Research For Smaller Businesses

A course in marketing designed specifically to explore and develop methods, procedures and technique of market research suitable for relatively small firms (within their own industries). Emphasis is placed on retailers and wholesalers. For greatest benefits, the course should not be taken by students below the junior level. Exceptions may be made after interviews with the instructor. Practical communications techniques include still and motion picture photography and projection, and report writing.

Note: A field trip fee of \$50 is charged for this course. Equipment and supplies purchased are given to the students on completion of the course. Unspent funds are refunded.

Mk. 378—Marketing Functions and Communications

A course in marketing designed to explore the subsidiary functions of marketing. Major emphasis is placed on evaluation of performances and descriptive analysis of all communications, functions and media. For greatest benefits, the course should not be taken by students below the junior level. Exceptions may be made after interviews with the instructor. Practical communications techniques include still and motion picture photography and projection, and report writing.

Note: A field trip fee of \$50 is charged for this course. Equipment and supplies purchased are given to the students on completion of the course. Unspent funds are refunded.

Television Courses

Lower-division Tv courses may be used as A & S electives; upper-division Tv courses may be used as A & S electives AND as upper-division professional electives (*with the exception of Tv 318*).

Tv. 111—Introduction to Radio, Television, and Film

The history and growth of radio and the motion picture and the particular influence of these industries on the development of television broadcasting. 3 sem. hrs.

Tv. 112—Introduction to Television

The development of commercial and educational television with a survey of its dimensions, structures, principles, practices and legal aspects. 3 sem. hrs.

Tv. 221—Radio and Television Acting

Acting for radio and television with attention given to voice and diction, script analysis, and characterization as they relate to microphone and camera. 3 sem. hrs.

Tv. 222—Radio and Television Announcing

A course designed to develop the basic skills required for effective performance in announcing situations provided by the broadcast media. 3 sem. hrs.

Tv. 313—Technical Aspects of Television Studio Operation

Practical demonstrations of the workings of the physical plant in the production and transmission of television broadcast. 3 sem. hrs.

Tv. 314—Television Studio Operation

A laboratory course in the operation of television equipment including the use of cameras, lights, microphones and related studio equipment. 3 sem. hrs.

Tv. 315—Directing for Television

A study of television directing techniques including duties of the director and related personnel, program analysis, staging for the camera, camera cutting and switching, rehearsal procedures, control room techniques, use of special effects, and directorial styles. 3 sem. hrs.

Tv. 316—Producing for Television

A study of production techniques with emphasis on the creative and executive aspects of the producer's problem. The student originates the program idea and plans its development through to completion. 3 sem. hrs.

Tv. 317—Programming

A study of the objectives and methods in commercial and public service programming. Problems of programming in relation to audiences, markets, coverage, station policies, budgets and facilities. 3 sem. hrs.

Tv. 318—Television Studio Management

A study of the organization and management of the television station with emphasis on the functions and interrelationship of its various departments. The duties of the personnel in the operations and facilities branches of the station are examined. 3 sem. hrs.

Tv. 319—News and Public Affairs

The role of television as a vehicle for news and the broadcast of events outside the television studio. Formats for news are examined with attention to programs related to public affairs. 3 sem. hrs.

Tv. 320—Educational Television

A study of the uses, potentialities and current developments in educational television, including non-commercial educational television and closed-circuit television used as a teaching method. 3 sem. hrs.

Graduate Courses

BUSINESS ADMINISTRATION

B.A. 500—Elements of Behavioral Sciences

A systematic study is made of the fundamental concepts and principles of sociology, psychology, and anthropology as they contribute to the understanding of business activities. 3 sem. hrs.

B.A. 502—Statistical Surveys

The course is designed to familiarize the student through reading and experience with the methods and procedures of statistical surveys. The design and administration (surveys, sampling, the construction of schedules and questionnaires, interviewing, editing, coding, tabulation and evaluation of the data) are considered in detail. 3 sem. hrs.

B.A. 504—Quantitative Decision Methods

The course surveys quantitative methods useful in decision making for managers. Linear programming, probability theory, queuing theory, game theory, and symbolic logic are included. 3 sem. hrs.

B.A. 506—Econometrics

The intent of this course is to introduce the student to some of the basic methods, principles, and problems involved in modern econometric research. 3 sem. hrs.

B.A. 512—Business Ethics

Businessmen are faced with many decisions that involve ethical judgements: fair pricing, gifts, "payola", bribes, call girls, advertising, credit practices, industrial relations, codes of ethics, etc. This course offers case studies of modern business decisions and their social consequences. 3 sem. hrs.

ACCOUNTING

Acc. 500—Contemporary Accounting Theory and Problems I

An analysis and evaluation is undertaken of currently acceptable accounting standards and conventions with emphasis placed upon pronouncements of authoritative groups. Contemporary problems are related to the application of these standards and conventions. 3 sem. hrs.

Acc. 501—Contemporary Accounting Theory and Problems II

Standards and techniques underlying the preparation of consolidated financial and operating statements are studied. Contemporary problems relating to consolidations are included. 3 sem. hrs.

Acc. 502—Advanced Auditing

Auditing techniques and procedures in relation to contemporary problems and acceptable auditing standards are studied. 3 sem. hrs.

Acc. 508—Advanced Cost Accounting

An interpretation and evaluation of concepts of production and distribution costs are studied for managerial control purposes. 3 sem. hrs.

Acc. 510—Research in Taxation

The methodology of research in Federal income taxation is examined. Emphasis is placed on applied research to tax problems. The intent is to develop research techniques and the ability to reach conclusions and to make recommendations predicated upon a synthesis of code, regulations, and court decisions. 3 sem. hrs.

Acc. 520—Seminar in Accounting

Selected problems and topics in accounting are examined. Permission of the graduate faculty in accounting is a prerequisite. 3 sem. hrs.

Acc. 522—Tutorial in Accounting

Individual reading and research in a selected area is conducted under the direction of a member of the graduate accounting faculty. Permission of the individual faculty member is a prerequisite. 3 sem. hrs.

ECONOMICS

Eco. 500—National Income and Employment Analysis

The course treats systematically the concepts and methods used in national income accounting and reviews theories relevant to national product and income stability.
3 sem. hrs.

Eco. 501—Studies in Business Cycle Theories

The contributions of leading economists to theories of the business cycle are examined.
3 sem. hrs.

Eco. 502—The Structure of Industry

The institutional and market structures and activities of the principal industries of the United States are studied.
3 sem. hrs.

Eco. 504—Wage Theory and Practice

The course covers the wage theories of Ricardo, Mill, and Marx, productivity theories, wage structures, long-run trends in real wages, and the problems of a general wage theory.
3 sem. hrs.

Eco. 506—Social Security

The course is concerned with institutional and economic aspects of social security programs in the United States and selected foreign countries.
3 sem. hrs.

Eco. 508—Advanced Studies in the History of Economic Thought

The principal theoretical analysis and policy recommendations of prominent economists from the Mercantilists to the present are studied.
3 sem. hrs.

Eco. 512—Theory of Economic Development

General theories of economic development, from classic to Keynesian, are explored to serve as a basis for comparison and discussion of the present partial theories of underdevelopment.
3 sem. hrs.

Eco. 513—Economic Development in Underdeveloped Countries

The course consists principally of case studies selected to illuminate the diversity of problems defying theoretical generalization.
3 sem. hrs.

Eco. 515—Advanced Price Theory

A rigorous analysis of the various market structures and the pricing process for commodities and for productive services as taking place within these market forms. A systematic study of the conventional "tools" of the theory of price is included, and also some consideration given to possible divergencies between practice and theory in the pricing process.
3 sem. hrs.

Eco. 520—Seminar in Economics . . .

Selected problems and topics in economics are examined. Permission of the graduate faculty in economics is a prerequisite.
3 sem. hrs.

Eco. 522—Tutorial in Economics

Individual reading and research in a selected area is conducted under the direction of a member of the graduate economics faculty. Permission of the individual faculty member is a prerequisite.
3 sem. hrs.

FINANCE

Fn. 500—Problems in Money, Banking and Prices

This course is designed to deal with the organization, functioning, and problems of the present day money and banking system of the United States with particular attention given to the Federal Reserve System.
3 sem. hrs.

Fn. 502—Monetary and Fiscal Problems

A study is made of monetary and fiscal theories and problems in a modern industrial economy; of the role of Central banking; of theories of interest and the rate of interest and of the impact of monetary and fiscal operations on the general economy. Study is directed mainly to domestic facets but international aspects are also considered.
3 sem. hrs.

Fn. 506—Financial Management

The principles of finance are used as the basis for the development of techniques useful in the area of financial management. The vehicle for the accomplishment of this objective is a series of actual and simulated cases involving analysis and decision making by the student.
3 sem. hrs.

Fn. 510—International Finance

Foreign exchange and investment problems are studied intensively. 3 sem. hrs.

Fn. 520—Seminar in Finance

Selected problems and topics in management are examined. Permission of the graduate faculty in finance is a prerequisite. 3 sem. hrs.

Fn. 522—Tutorial in Finance

Individual reading and research in a selected area is conducted under the direction of a member of the graduate management faculty. Permission of the individual faculty member is a prerequisite. 3 sem. hrs.

MANAGEMENT

Mg. 500—History of Management Thought

The writings of Owen, Fayel, Follett, Taylor, Sheldon, and other leaders in management thought are studied. 3 sem. hrs.

Mg. 502—Managerial Economics

Economic theory, both qualitative and quantitative, in context with business practices is presented with the intent of demonstrating its value in decision making and forward planning. 3 sem. hrs.

Mg. 520—Seminar in Management

Selected problems and topics in management are examined. Permission of the graduate faculty in management is a prerequisite. 3 sem. hrs.

Mg. 522—Tutorial in Management

Individual reading and research in a selected area is conducted under the direction of a member of the graduate management faculty. Permission of the individual faculty member is a prerequisite. 3 sem. hrs.

MARKETING

Mk. 500—Advanced Marketing Management I

An intensive study, analysis and interpretation of management decisions: includes both those which directly control marketing operations, and those which are affected by or dependent upon marketing operations. Marketing concepts pervade and orient the study. 3 sem. hrs.

Mk. 501—Advanced Marketing Management II

Exploration and study of actual and potential applications of mathematical models and related techniques and disciplines in marketing management decision making. College algebra and business statistics are prerequisites. 3 sem. hrs.

Mk. 502—Marketing Problems

Current marketing situations are studied and appraised. The application of evolving marketing concepts in solving the problems thus exposed is intensive; due regard is given to the concurrent economic, political and social developments and trends. 3 sem. hrs.

Mk. 504—Development of Marketing Theory

The emergence and evolution of marketing theory in 19th century economic literature are explored. This provides the basis for the critical and intensive study of current trends in its continuing development during the 20th century. 3 sem. hrs.

Mk. 520—Seminar in Marketing

Selected problems and topics in marketing are examined. Permission of the graduate faculty in marketing is a prerequisite. 3 sem. hrs.

Mk. 522—Tutorial in Marketing

Individual reading and research in a selected area is conducted under the direction of a member of the graduate marketing faculty. Permission of the individual faculty member is a prerequisite. 3 sem. hrs.

Core Curriculum Courses

Courses in the 400 series are open to qualified undergraduates and to graduate students who have not had undergraduate work in the areas represented by the courses. Courses in this series *cannot* be substituted for any course numbered 500 or over.

B.A. 400—Statistics

The course concentrates on statistical methods with particular reference to their application in business. Sources and collection of data and sampling procedures are studied. Included also are statistical measures and tests for validity and reliability, the construction and use of index numbers, problems of time series, regressions and correlations.

3 sem. hrs.

B.A. 402—Financing of Business Enterprises

The functions of money and the nature of the monetary and banking systems of the United States are reviewed. The financing and concomitant requirements for organizing and establishing business enterprises are studied. The financial policies of corporations are emphasized.

3 sem. hrs.

B.A. 404—Mathematics Applied to Business and Economics

This course treats a wide variety of examples of modern mathematics used in solving business problems and formulating economic theory.

3 sem. hrs.

Arts and Sciences Courses¹

Course No. Sem. Hrs.

COMPUTER SCIENCE

Cs. 201-202—Basic Machine Operation.....	6
Cs. 301-302—Advanced Programming.....	6
Cs. 347-348—Numerical Methods in Statistical Analysis.....	6
Cs. 351-352—Numerical Analysis.....	6

ENGLISH

En. 101-102—Freshman Composition.....	6
En. 201-202—Survey of English Poetry and Prose.....	6

HISTORY AND POLITICAL SCIENCE

Hs. 101-102—Western Civilization.....	6
Hs. 201-202—Survey of United States History I and II.....	6
Psc. 101-102—American Government I and II.....	6

MATHEMATICS

Mt. 111-112—Fundamentals of College Mathematics.....	6
Mt. 125-257—Unified College Algebra and Trigonometry— Analytic Geometry and Calculus I.....	10
Mt. 257-258—Analytic Geometry and Calculus I and II.....	10
Mt. 259-260—Analytic Geometry and Calculus II and III.....	6
Mt. 260-352—Analytic Geometry and Calculus III—Ordinary Differential Equations.....	6
Mt. 347-348—Mathematical Probability and Statistics.....	6
Mt. 361-362—Advanced Calculus.....	6

MILITARY SCIENCE

MS. 101-102—First Year Basic.....	4
MS. 201-202—Second Year Basic.....	4
MS. 301-302—Third Year Advanced.....	6
MS. 351-352—Fourth Year Advanced.....	6

MODERN LANGUAGE

Fr., Gr., Rs., or Sp. 101-102—First Year College Course.....	6
Fr., Gr., Rs., or Sp. 201-202—Second Year College Course.....	6

¹Consult the Bulletin of the College of Arts and Sciences for course descriptions.

Course No.

Sem. Hrs.

PHILOSOPHY

Pl.	201-202—Logic—Metaphysics I.....	6
Pl.	301-302—The Philosophy of Human Nature—Ethics.....	6
Pl.	312—Contemporary Philosophy.....	3
Pl.	313—Aesthetics.....	3
Pl.	314—Current Philosophical Movements.....	3
Pl.	317—Medical Ethics.....	3
Pl.	318—Survey of American Philosophy.....	3
Pl.	320—Gabriel Marcel and Existentialism.....	3
Pl.	322—Problems of Atheism.....	3

LABORATORY SCIENCES

Bl.	107-108—General Biology.....	8
Bl.	201-202—Comparative Anatomy of the Vertebrates— General Embryology.....	8
Ch.	111-112—General Chemistry.....	8
Ch.	211-212—Inorganic Quantitative Analysis I and II.....	8
Ph.	201-203—General Physics.....	8

PSYCHOLOGY

Psy.	101-102—Introductory Psychology.....	6
Psy.	201 —Elementary Statistics.....	3
Psy.	203 —Experimental Methods.....	3

SOCIOLOGY

Sl.	101-102—Introductory Sociology—Social Institutions.....	6
Sl.	205-206—Social Problems I and II.....	6

SPEECH

Sh.	101-102—Fundamentals of Speech.....	6
Sh.	200 —Introduction to the Theatre.....	3
Sh.	201-202—Dramatic Interpretation.....	6
Sh.	203-204—Public Speaking and Debate.....	6

THEOLOGY

Th.	121—Introduction to Sacred Scripture.....	3
Th.	221—Dogma I: Fundamental Theology.....	3
Th.	222—Dogma II: The Trinitarian Life, Grace, and the Sacraments.....	3
Th.	321—Christian Marriage.....	3
Th.	325—Eschatology.....	3
Th.	331—History of the Church: The Early Middle Ages....	3
Th.	332—History of the Church: The Protestant Reformation.	3
Th.	340—The Sacred Liturgy.....	3
Th.	343—The Role of the Layman in the Modern Church....	3
Th.	347—A Study of Atheism.....	3



DEAN'S HONOR LIST

MAY, 1965

FRESHMEN (3.0)

Albritton, Gail
Artz, Frank, Jr.
Bouthilet, Paul M.
Bressinck, Philip C.
Ciaccio, Peter J., Jr.
Develle, Jocelyn M.
Doherty, James P., Jr.
Donahue, Patricia M.
Gardiner, John R.
Gueydan, Leslie J.
Harper, Sidney P.
Horan, John Charles
Horil, Lindalee Ann
Hrapman, Suzanne M.
Hunter, Samuel M.
Ingraham, Joseph E.
Joint, Charlotte
LeSaicherre, Julian

McElhinney, Douglas
Maestri, Howard G.
Maher, Jane Frances
Masilla, Thomas A., Jr.
O'Brien, William H.
Oster, Donald C., Jr.
Paisant, Harold A.
Patin, Robert Fred
Peltier, Patricia
Prenger, Merlene R.
Remm, Henry Clifford
Resha, David M.
Schwegmann, John M.
Sorensen, Diana C.
Taliancich, Jo Ellen
Troxell, George H., III
Velasco, Domingo
White, James Joseph

SOPHOMORES (3.0)

Blasi, Thomas J.
Chopin, Susan G.
Ciaccio, Carl J.
Corkern, Donald W.
Feeney, Thomas L.
Gambel, Raymond
Guarisco, Michael E.
Hernandez, Joseph
Horil, Lauralee T.
Leach, P. Terrance
Marchand, Russell, Jr.

Medo, Steven Otto
Meyer, Louis Joseph
Mouledous, Claudette M.
Prat, John James, Jr.
Randall, Jane A.
Rodi, Dorothy M.
Sanders, Kenneth L.
Schumacher, Sarah A.
Singer, Nancy J.
Yates, Nancy L.

JUNIORS (3.5)

Gunther, David W.

Harris, William H., III

SENIORS (3.5)

Beck, Gilbert
Bentel, Robert J.
Casey, Joseph
Chaupette, Salvador
Glas, John R.
Rice, Matthew

Robinson, Richard J.
Salerno, Cristobal H.
Sins, Kurt F.
Slutsky, Bernard
Tucker, Mary (4.0)*

*Straight "A" average.

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JANUARY, 1966

FRESHMEN (3.0)

Abadie, Charles
Arghiere, Bernard
Aspelund, Carl
Baffes, Helen
Bellevue, Bonnie
Brandt, Raymond
Bullard, Timothy
Ciolino, Ronald
Frommeyer, Bruce
Goodier, Glenn
Haydel, Cecilia M.
Hoffman, Herman
Huebener, Martin
Hughes, Yvonne
Kemper, Norman
Lorio, Philip

McCann, John J.
McCollister, Margaret
McConnell, Michael
McKane, Hugh T.
Madonia, Thomas P.
Murphy, Joan B.
O'Dwyer, Ashton
Pilie, Noelle
Prat, Jean Marie
Raiche, Herbert
Rist, Robert
Schwarz, Walter
Stucke, Edward
Ward, Lo Ann
Weigand, Eugene
White, Thomas V.

SOPHOMORES (3.0)

Albritton, Gail (4.00)*
Barnett, William
Collins, Thomas
Conner, Patrick
Crow, Michael
Culotta, Raymond
Eaton, Evelyn
Favre, Sharon
Gardiner, John
Harper, Sidney
Hrapman, Suzanne

LeSaicherre, Julian
Maestri, Howard
Masilla, Thomas A., Jr. (4.00)*
Oster, Donald
Patin, Robert
Peltier, Patricia
Prieur, Joseph
Schafer, Edgar
Troendle, Roy
Uchello, Sammy

JUNIORS (3.5)

Blasi, Thomas
Marchand, Russell, Jr.
Meyer, Louis Joseph

Prat, John J.
Rodi, Dorothy

SENIORS (3.5)

Cortazzo, Anna
Deris, William
Douglas, Roscoe
Engler, Elaine
Glas, June A.
Grey, Charles
Gunther, David
Hill, Eileen
Kleinschmidt, Peggy
Lonergan, Mary Ann
Louque, Donald (4.00)*

Mandina, Anthony
Medo, Steven O.
Pearse, Kathie
Perrier, Karen
Richards, Gail
Ryder, Jas. E.
Siragusa, Paul
Soldani, Winn
Vizzini, Joseph
Walonen, Kivi

*Straight "A" average.

DEGREES CONFERRED

JUNE 1, 1965

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Harold S. Andry, Jr.
Barry Dean Bagert
Gilbert Bruce Beck, *Cum laude*
Martha Anne Behrens
Robert James Bentel
Barbara Ann Bloom
Robert Ettinne Burres
Alan Crane Burton
Huey Paul Burton
Joseph Anthony Caparotta
Frank J. Carrara, Jr.
Joseph Thomas Casey
Francis Celino, Jr.
Salvador Joseph Chauppette, Jr.
Everett Gerard Collins, Jr.
Ronald Edward Cuevas
Dennis Leo Dauphin
Ann Elizabeth Dawson
Noel Peter Domilise
Donald David Drury
Paul Stephen Fiasconaro
John Eugene Gebrian
Joan Marie Gisevius, *Summa cum laude*
John Rowley Glas
Louis G. Greer
Mary Dianna Holt
Ory James Hooter, Jr.
Gloria Howe
Gertrude J. Kluchin
John Edward Kosakowski
Jules Elmore Le Bon, III

Ronald John Lopez
Daniel J. Martin
Jose Orlando Matus
Cenovia del Carmen Méndez L.
Everett Geary Molony
Gregory N. Nolte, Jr.
William Matthew Noonan
Robert Michael Oertling
Joseph Richard Pardo, Jr.
Robert Louis Perez, *Cum laude*
Wayne Richard Pietri, *In absentia*
Matthew Felix Rice, Jr.
Richard Jean Robinson
Alvin Joseph Roussell, Jr.
Gerard Edward Ruch
Cristobal Humberto Salerno
Wayne Henry Scheuermann
David Richard Schroeder
Clyde F. Shannon, Jr.
Barry Alexander Shaw
David Edward Siegwald
Kurt Francis Sins
Barnard Joseph Slutsky, Jr.
Ralph Jac Stich
Patrick Oswald Strickland
George John Thomas, Jr.
Louis James Triche, III, *In absentia*
Mary Elizabeth Tucker, *Magna cum laude*
Jennifer Lynn Tujague
Rehm Thomas Winters
Jules Fred Woessner, Jr., *In absentia*

MASTER OF BUSINESS ADMINISTRATION

JUNE 1, 1965

Robert John Bitowft
Francis A. del Marmol
Cecil Irwin Dobbs
Lee Stanton Eilers
Thomas Curtis Finnegan, Jr.
James Woodford Foster
Gerald N. Gaston
Ronald Peter Herman
Bernard Thomas Kaylor

Robert John Keller
David Jerrold Levine
Marius Matthew Martin
John Henry McCarthy
Charles Edward Meyer
John Arthur Munster, Jr.
John Kenneth Rollins
Allen Lewis Schindler
Michael Rudolph Worstell

SEPTEMBER 1, 1965

BACHELOR OF BUSINESS ADMINISTRATION

Luis Valentin Dominguez
William Hebert Harris
John Anthony Keith

Oliver Stephen Montagnet
Guy Philip Sakowicz
Adrian Gustave Schwartzmann

SEPTEMBER 1, 1965

MASTER OF BUSINESS ADMINISTRATION

Barry J. Baroni
Louis E. Brodie
Francis J. Casejo
Gerald S. Decker

James K. Lagarde
Charles N. Monsted, Jr.
M. Morgan Roper
Asa J. Jennings

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Rev. Edward A. Doyle, S.J., Associate Regional Director

255 N. Eighth Street, Ponchatoula, Louisiana

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MASSACHUSETTS

BOSTON COLLEGE, BOSTON

HOLY CROSS COLLEGE, WORCESTER

MICHIGAN

UNIVERSITY OF DETROIT, DETROIT

MISSOURI

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ST. LOUIS UNIVERSITY, ST. LOUIS

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